



SECTION: HR  
TOPIC: RESIGNATION 01

FEBRUARY, 200

## **ADMINISTRATIVE PRACTICES MANUAL**

**SUBJECT: RESIGNATION**

1. Resigning employees are expected to provide a written termination notice at least ten (10) working days before his/her departure from a department in order to provide for his/her orderly replacement.
2. Re-employment rights may not be granted to employees not complying with the above, except for good and unavoidable reasons or upon the mutual consent of the employee and his/her department.

**END OF POLICY**



FEBRUARY, 200

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: RESIGNATION**

Forms Needed (available on DCInet):  
Separation Notice  
Employee Action Form  
Retiree Sick Leave Conversion Options

### RESPONSIBILITY

### ACTION

Employee

1. Provide the employing department with written notice of termination at least ten (10) days prior to the date of resignation. This applies to County Civil Service or specially funded positions where many or all of the benefits are provided. The written notice must state the effective date of resignation.

Appointing Authority

2. Forward completed Separation Notice and Employee Action Form, with a copy of the resignation letter, to the Employee Relations Division, no later than the effective date of the action. NOTE: If the employee is terminated for cause, the department must forward completed Separation Notice Form and Employee Action Form, along with copy of the termination letter, by the effective date.

Employee:

3. If the separation is due to a retirement, meet with Controller's office to discuss sick leave conversion options.

Controller's Division

4. Process all documents necessary for disposition of health, life, disability insurance and Wisconsin Retirement Fund coverage. Calculate payout of accumulated vacation and holiday balances to be included in final paycheck.

**END OF PROCEDURE**