

Chapter Pers 21**RESIGNATION**

Pers 21.01 Submission of resignation Pers 21.02 Written resignation not required

Pers 21.01 Submission of resignation. Every effort shall be made by an appointing officer to obtain a written resignation from a permanent employe who voluntarily leaves the service. Such resignation shall contain the reasons therefore and be submitted in duplicate to the appointing officer not less than 15 calendar days prior to the effective date. The appointing officer will retain the original of such resignation and shall transmit the duplicate to the bureau. Except for extenuating circumstances, failure of an employe to submit such resignation shall result in forfeiture of reinstatement eligibility.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 21.02 Written resignation not required. Separation of emergency, provisional, limited term or seasonal employes from the service at the end of such employment period shall be deemed to constitute normal or automatic separations and therefore need not be accompanied by written resignations.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.