

Chapter Pers 21

RESIGNATION

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Pers 21.01 Policy. An employe, with permanent status in class, who voluntarily leaves the service is required to submit a letter of resignation as notice of termination. Under authority of sections 16.03 and 16.28 (4), Wis. Stats., and these rules, the director delegates to the appointing authority the responsibility to obtain, record and file such letter of resignation.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 21.02 Submission of resignation. The employe's letter of resignation shall contain the reasons for termination, effective date and be submitted to the appointing authority not less than 10 working days prior to the effective date, except where shorter notice is permitted by the appointing authority. The original of such resignation letter shall be placed in the employe's "Official Employe Personnel Record" folder. Failure of an employe to submit such a letter of resignation may result in forfeiture of reinstatement eligibility.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 21.03 Conditions of resignation. An appointing authority shall not be required to formally acknowledge or accept an employe's resignation, and the resignation shall become effective as specified in the resignation letter. If an effective date is not supplied in the notice of resignation, the separating date shall be the date the resignation letter is filed with the appointing authority or a date established by mutual agreement. Upon submission of a notice of resignation either verbally or in writing there can be no withdrawal or stopping of the termination action except by mutual agreement.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.