

Chapter Pers 13

RESIGNATION

Pers 13.01 Submission of resignation
Pers 13.02 Written resignation not required

(Section 16.24)

Pers 13.01 Submission of resignation. A permanent employe in the classified service who voluntarily leaves the service shall submit in duplicate a resignation in writing to the appointing authority not less than 15 days prior to the effective date. The appointing authority will retain the original of such resignation and shall transmit the duplicate to the bureau.

Pers 13.02 Written resignation not required. Separation of emergency, provisional, temporary, 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.