

Chapter Pers 21

RESIGNATION

Pers 21.01 Policy
Pers 21.02 Conditions of resignation

Pers 21.03 Abandonment

Pers 21.01 Policy. An employe who voluntarily leaves the service is required to submit a letter of resignation as notice of termination not less than 10 calendar days prior to the effective date. Under authority of ss. 230.05 and 230.34 (4), Stats., and these rules, the administrator delegates to the appointing authority the responsibility to obtain, record and file such letter of resignation submitted by the employe.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 21.02 Submission of resignation. History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 21.02 Conditions of resignation. An appointing authority shall be required to formally acknowledge or accept an employe's resignation, and the resignation shall become effective as specified in the resignation letter provided by the employe or on a date established by mutual written agreement. If an effective date is not supplied in the notice of resignation, the termination date shall be the date the resignation letter is filed with the appointing authority. Failure to report to work without having submitted a written notice of resignation shall be treated as abandonment under s. Pers 21.03, Wis. Adm. Code. Upon submission of a notice of resignation, there can be no withdrawal or stopping of the termination action except by mutual agreement, which shall be confirmed in writing.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; renum. from Pers 21.03 and am., Register, February, 1981, No. 302, eff. 3-1-81.

Pers 21.03 Abandonment. (1) If an employe fails to report for work as scheduled, or to contact the employe's supervisor regarding absence from work, the appointing authority may discipline the employe.

(2) If an employe fails to report to work as scheduled or to contact his or her supervisor for a minimum of 5 consecutive working days, the appointing authority shall consider the employe's position abandoned and may take one of the following actions:

(a) Initiate discipline of the employe, which may include terminating the employe for cause, effective the last day worked; or

(b) Treat the employe as having resigned, effective as of the end of the last day worked.

(3) The appointing authority shall notify the employe in writing at the employe's last known mailing address of all actions taken under (1) or (2).

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.