



OCTOBER 2024

## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: RESIGNATION

1. Resigning or retiring employees are expected to provide a written termination notice at least ten (10) working days before their departure from a department in order to provide for their orderly replacement.
2. If an employee resigns while on a leave of absence the resignation will be effective immediately. If an employee retires while on a leave of absence the retirement is effective immediately unless the employee has benefit time to extend their retirement date based upon the Employee Benefit Handbook policy/union contract: Retirement Sick Leave Credit Conversion/Post-Retirement Medical Reimbursement Plan.
3. To "retire" an employee must have reached retirement age or be older, during the calendar year of retirement, must retire from employment with the County, and be eligible for retirement benefits from the Wisconsin Retirement System. If an employee has previously retired from a WRS employer and has been receiving annuity payments they cannot retire a second time.
4. Employees who become totally disabled and approved for disability retirement with ETF/WRS are also considered to have retired.
5. 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**



OCTOBER 2024

## 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/retirement. 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/retirement.  |
| Appointing Authority              | 2. Forward completed Separation Notice and Employee Action Form, with a copy of the resignation/retirement 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 Benefit Administration Specialist to discuss sick leave conversion options.   |
| Benefit Administration Specialist | 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**