



DEPARTMENT OF HEALTH SERVICES HUMAN RESOURCES POLICY & PROCEDURE

TITLE: 101 – RESIGNATION AND JOB ABANDONMENT

DATE ISSUED: DECEMBER 2, 2012

DATE REVISED: N/A

101.01 INTRODUCTION

The Department of Health Services (DHS) Resignation and Job Abandonment policy applies to all employees. It is intended to establish uniform procedures and standards for the administration of resignation and job abandonment.

This directive establishes the Department of Health Services' policies and procedures for administering resignations and job abandonments pursuant to [Chapter ER 21, Wis. Adm. Code](#).

101.02 DEFINITIONS

Resignation: A voluntary termination from a position.

Termination: The end of employment status including layoff of a permanent employee.

Job Abandonment: The failure of an employee to report for work as scheduled or contact his/her supervisor for a minimum of five consecutive working days.

Health Insurance Coverage: Coverage under the State Group Health Insurance plans for employees *leaving state service* ends on the last day of the month they terminate their employment. The employee may opt for federal COBRA coverage after that date.

101.03 NOTICE OF RESIGNATION

(1) Submission of Written Notice

An employee who resigns from a position is required to submit a letter of resignation to his/her immediate supervisor at least 14 calendar days before the effective date unless they mutually agree to a different date. Employees should be encouraged to include their reason(s) for resignation in the written notice.

Note: Employees, especially those *leaving state service*, should contact their payroll representative prior to submitting their letter of resignation on issues such as their health insurance coverage and unused leave credits and their effect on the actual termination date.

(2) Acknowledgement and Effective Date of Resignation

The Division Administrator/Facility Director shall acknowledge receipt of an employee's resignation in writing. The resignation will be effective on the date specified by the employee. If an effective date is not specified, the separation date will be the date the resignation notice is given or a date established by mutual agreement between the employee and supervisor.

Note: For employees *leaving state service with unused leave credits, sick leave excluded, the termination date will be extended by the amount of time to which the employee would be entitled if employment were to continue until the leave credits are exhausted. Exceptions:*

- The employee requests a lump sum payment in the resignation letter; or
- The appointing authority and employee mutually agree in writing to payment of part of the balance in a lump sum. The remaining balance of leave will extend the termination date as indicated above.

(3) A copy of the resignation letter must be sent to the appropriate human resources representative in order to prepare the employee's termination records and paycheck. A copy of the resignation letter will be placed in the employee's personnel file.

Note: Employees leaving state service may use the [DHS Employee Assistance Program \(EAP\)](#) for up to one year after their termination date.

(4) Modification or Withdrawal of Resignation

After the resignation letter is submitted, the action can be changed or withdrawn only by mutual written agreement between the employee and the appointing authority prior to the original separation date. The human resources representative must be notified immediately of any change in an employee's status.

101.04 JOB ABANDONMENT

If an employee fails to report for work as scheduled and fails to contact the employer for a minimum of five (5) consecutive working days (i.e. no call/no show), the appointing authority will consider the employee's position abandoned and will treat the employee as having resigned from his or her position. In such cases, the appointing authority will notify the employee in writing that the employee is being treated as having effectively resigned as of the end of the last day worked in accordance with [ER 21.03, Wis. Adm. Code.](#)

Note: Before taking abandonment action, the Bureau of Human Resources must be contacted for review and approval.

101.05 REFERENCES

[Chapter 230, Wis. Stats.](#)

[Chapter ER 21 Wisconsin Administrative Code.](#)

101.06 ADMINISTRATIVE INFORMATION

This policy was created on December 2, 2012 to establish a consistent and uniform Resignation and Job Abandonment policy across DHS. This policy supersedes all previous DHS Resignation and Job Abandonment policies. Where it is in conflict with other departmental policies or procedures, this policy shall govern.