

RESIGNATION

ORIGINATOR: Human Resource Administration
DATE: August, 1999 (revised)
POLICY #83-17

PURPOSE:

To establish a procedure to inform the Office of Human Resource Administration and Payroll Office of the resignation of employees in the classified and the non-classified service.

APPLICABLE TO:

All employees.

POLICY:

1. Resignation with notice: The resignation of an employee is sent directly to the Office of Human Resource Administration on a USP-12 as soon as the department head is informed. Upon receipt of a completed USP-12, the Office of Human Resource Administration completes the required state form to delete the name of the terminating employee from the payroll.
2. Resignation without notice: An employee who is absent from duty without notice for five consecutive working days is deemed to have resigned without notice. A USP-12 is used to inform the Office of Human Resource Administration as noted in item 72 of the form.
3. The supervisor must note the employee's last working day, and the employee will be compensated for accrued vacation as of that date. An employee cannot extend his/her resignation date by using his/her vacation leave, compensatory time, sick leave or personal days; i.e., the last day of work is the termination/resignation date.

