

## CORPORATE POLICY

**SUBJECT: Resignation**

**POLICY NUMBER: 11.2**

**ORIGINAL DATE: November 10, 1992**

**REVISION DATE: May 1, 1996**

**REVISION DATE: June 29, 2005**

**REVISION DATE: January 21, 2015**

**REVISION DATE: July 27, 2016**

### I. POLICY:

- A. An employee may resign from Health Department employment by presenting his resignation in writing to his/her supervisor and Human Resources. To resign in good standing, an employee must provide at least fourteen (14) calendar days' notice. The resignation letter shall be forwarded to the Director by the employee's supervisor. An employee may withdraw his/her resignation no later than ten (10) calendar days after the date the resignation notice is submitted. It is with the discretion of the supervisor and Director to approve or disapprove the request to withdraw a resignation.

All letters of resignation must be dated and signed.

- B. To establish a uniform policy concerning resignation.

### II. SCOPE:

All Lake County Health Department and Community Health Center employees.

### III. PROCEDURE:

- A. When an employee notifies a Director or his/her supervisor that he/she intends to resign, he/she should present a letter of resignation stating the resignation date and the reason for resignation.
- B. The letter of resignation must be forwarded to Human Resources immediately.
- C. The supervisor should make sure that all Health Department property and equipment in the possession of the employee, including keys, I.D. card, swipe cards, electronic equipment (including, cell phones, pagers, laptops, I-Pad, tablet, etc.) and uniforms are returned to the Health Department prior to the employee's departure.
- D. The supervisor should submit a Service Pro ticket, notifying MIS of the date and time in which they would like to have the user have system access removed. MIS is responsible to ensure that system access is removed within 24 hours of the date and time requested.
- E. The employee should arrange an appointment for an exit interview with Human Resources. Human Resources will determine the reason the employee is leaving and gain a better understanding of that employee's overall experience with the agency. Also, during the interview, Human Resources will ensure that all compensation due the employee is paid, prepare the IMRF refund form if requested, explain conversion of insurance benefits and explain provisions of Unemployment Insurance and Worker's



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- F. Compensation Insurance, where applicable. Human Resources will also inquire as to the return of Health Department equipment and property by the resigning employee.
- G. Resigning employees may be eligible for a cash payout of any earned and accumulated annual general leave, deferred holidays, and any compensatory or overtime payments due.
- H. Unused sick leave may be compensated at 50% value for a maximum of 60 days provided the employee has at least 30 days in their bank on the last day of work
- I. Monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available from Human Resources. The retirement account is State administered and there will normally be a delay in obtaining the refund. Employees under age 55 with eight years of services or if hired after January 1, 2011 and are age 62 with 10 years of services covered under IMRF are considered "fully vested" and may at their option, leave these funds in the plan in order to receive appropriate retirement benefits when eligible.
- J. Benefits will be paid in the last paycheck. Eligible leave benefits will be paid out on the final paycheck.
- K. Employees who resign from a regular, full time or part time position shall not be permitted to transfer to a flex position. Those interested in securing employment as a flex employee must first sever employment with the Lake County Health Department and Community Health Center and will be subject to the application process as is all ex-employees. If selected during the application process, there must be a distinct break in service of 13-weeks from the effective date of termination from the regular full time or part time position.
- L. If an employee provides less than fourteen (14) calendar days' notice, the individual may not be eligible for rehire depending upon the circumstances and the notice given.
- M. Employees who resign in good standing, and who are rehired in another position within (6) six months from last date of employment, may have their accrual rate reinstated.

Deleted: 30

### **IV. REFERENCES: NONE**

### **V. AUTHORS/REVIEWERS:**

Human Resources Staff, Corporate Policy and Procedure Committee, Senior Team, and Lake County Board of Health Personnel Committee

### **VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_