

## CORPORATE POLICY

<b>SUBJECT: Resignation</b>	<b>CATEGORY: Human Resources</b> <b>ORIGINAL DATE: November 10, 1992</b> <b>REVIEWED DATE: December 20, 2019</b> <b>REVISION DATE: January 15, 2019</b>
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**I. POLICY:**

A Lake County Health Department and Community Health Center (LCHD) employee may resign from LCHD by presenting their resignation in writing to their immediate supervisor. To resign in good standing, an employee must provide a minimum of 14 calendar days notice or as otherwise required by an individual employment contract. The immediate supervisor shall then forward the resignation letter to the appropriate Director and Human Resources. An employee may withdraw their resignation no later than 10 calendar days after the date the resignation is submitted. It is at the discretion of the immediate supervisor and appropriate Director to approve or disapprove the request to withdraw a resignation. All letters of resignation must be dated and signed.

**II. SCOPE:**

All LCHD employees.

**III. PROCEDURE:**

- A. When an employee gives notice of intent to resign, they must submit a letter of resignation to their supervisor stating the resignation date and the reason for resignation.
- B. The supervisor is to ensure all LCHD property and equipment (i.e., keys, I.D. card, swipe cards, electronic equipment: cell phones, pagers, laptops, etc.) and uniforms in the possession of the employee are returned to LCHD prior to the employee's departure.
- C. The immediate supervisor is to submit a ServicePro ticket informing MIS of the date and time the employee's system access is to be inactivated. MIS is responsible for ensuring system access is inactivated within 24 hours of the date and time stated in the ServicePro ticket.
- D. Human Resources (HR) will contact the employee to arrange an appointment for an exit (off-boarding) meeting. During the exit meeting, HR will discuss insurance benefit end dates, portable benefit options, and compensation payouts.
- E. If eligible, unused sick leave may be compensated at 50% of value for a maximum of 60 days provided the employee has at least 30 days in their bank on the last day of employment. The daily calculation for part-time employee hours will be prorated according to the employee's normal weekly hours, as specified in the employee's HR record.
- F. Monies accumulated in the employee's Illinois Municipal Retirement Fund (IMRF) account are refundable. Forms required to request this refund are available from HR. Additional details are available in the IMRF handbook provided by IMRF to each new employee or by calling IMRF directly at 1-800-ASK-IMRF.
- G. Eligible leave benefits will be paid out on the final paycheck.
- H. Employees who resign from a regular full 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 LCHD and will be subject to the application process as are all ex-employees. If selected for a flex position, there must

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be a 13-week break in service between the effective date of termination from the regular full or part-time position and the start of the flex position.

- I. If an employee provides less than two-weeks notice, the individual may not be eligible for rehire depending upon the circumstances. See the Sick Leave Policy for details on sick leave payout at termination.
- J. Employees who resign and are rehired in another position within 6 months from last date of employment may have their vacation accrual rate reinstated.

### **IV. REFERENCES:**

Illinois Municipal Retirement Fund Policy  
Sick Leave Policy

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

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

### **VI. APPROVALS:**

Lake County Board of Health President

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