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Sec. 5-243-1. Resignation from state service

(a) Procedure to be followed:

(1) An employee in the classified service who wishes to voluntarily resign from state service in good standing shall give the appointing authority at least two working weeks notice of his resignation, except that the appointing authority may require as much as four weeks notice if the employee occupies a professional or supervisory position.

(2) Such notice is to state the last date of work.

(3) Less than the required number of working weeks notice shall be reported as a resignation in good standing only if such notice is acceptable to the appointing authority.

(4) All resignations other than as above shall be reported to the Commissioner of Administrative Services by the appointing authority as not in good standing.

(5) When a resignation is being reported as not in good standing, the appointing authority shall so notify the employee and shall also advise the employee of his right to file an appeal to the Commissioner of Administrative Services.

(b) An unauthorized absence of five or more working days may be deemed to be a resignation not in good standing.

(c) Resignations shall be reported immediately to the Commissioner of Administrative Services on a form prescribed by him. This report is to include the reason for the resignation as given by the employee.

(d) A former employee who has retired but who has not reached the mandatory retirement age and who signifies a desire to be employed may be treated as an employee who was laid off because of lack of work for purposes of rehire and be placed on the reemployment lists for all classes in which permanent status was attained.

(Effective January 18, 1984)