

RESIGNATION/RETIREMENT/FINAL PAY

Types of Separation:

All separation of employees in administrative positions shall be designated as one of the following types and shall be accomplished in the manner indicated:

- Resignations: An employee shall resign by submitting in writing the reasons and the effective date to the department head as far in advance as possible. A minimum of two (2) weeks' notice is required. Failure to comply with this requirement may be cause for denying future employment with the Village. The Village Manager shall give at least four (4) weeks' notice of resignation. ~~Failure to provide the proper notice of resignation shall cause the employee's personnel record to indicate the employee did not leave the Village in good standing. Any employee giving insufficient notice will~~ and the employee shall forfeit any accrued but unused paid time off. ~~The Village Board retains the right to waive the resignation notice requirements if it is in the best interest to do so. Once a resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the employee and Village Manager or designee.~~

~~An employee's separation date will be the last physical date of work. An employee may not schedule accrued time-off benefits after the last day actually worked, except when an approved leave of absence was already in effect at the time the notice of termination was received.~~

~~The Village provides vacation to employees on an annual, front-loaded basis, as of January 1. Although the full annual vacation allotment is made available on January 1 of each calendar year, vacation is earned incrementally throughout the year in proportion to time worked on a prorated basis. When an employee chooses to separate from employment with the Village, the employee will be paid only for earned, unused vacation that has accrued through the final day of employment. Any vacation that has been used in a calendar year in excess of the amount earned (as of the separation date) will not be paid out. The Village may deduct the value of unearned vacation used in advance from the employee's final paycheck to the extent permitted by Wisconsin law. An employee who separates employment near the beginning of a calendar year is not entitled to payout of the full annual vacation allotment, and is only eligible for payment of the portion of vacation actually earned as of the separation date.~~