

RESIGNATION / RETIREMENT NOTICE



Wis. Admin. Code Ch. ER 21

INSTRUCTIONS: This form should be used for all permanent, project, and limited term employee (LTE) resignations or retirements. Refer to page 2 of this form for further instructions.

NAME (First, Middle Initial, Last)	CLASSIFICATION/JOB TITLE	PERM, PROJ, LTE										
WORK UNIT (Base, Division, Directorate)	LOCATION	PERSONAL EMAIL										
MAILING ADDRESS AFTER LEAVING DMA	PERMANENT MAILING ADDRESS FOR W-2, (if different)	HOME PHONE										
LAST DAY EXPECTED IN THE OFFICE	LAST DAY EXPECTED IN PAY STATUS											
REASON FOR RESIGNATION (This information is necessary to ensure benefits and employment records are processed appropriately.) <table border="0"><tr><td>☐ RETIREMENT</td><td>☐ WORK FOR WISCONSIN COURT SYSTEM</td></tr><tr><td>☐ LEAVING STATE SERVICE</td><td>☐ WORK FOR WISCONSIN STATE LEGISLATURE</td></tr><tr><td>☐ MOVEMENT WITHIN DMA</td><td>☐ WORK FOR UW SYSTEM</td></tr><tr><td>☐ WORK FOR ANOTHER STATE AGENCY</td><td>Name of UW agency</td></tr><tr><td colspan="2">Name of state agency</td></tr></table>			☐ RETIREMENT	☐ WORK FOR WISCONSIN COURT SYSTEM	☐ LEAVING STATE SERVICE	☐ WORK FOR WISCONSIN STATE LEGISLATURE	☐ MOVEMENT WITHIN DMA	☐ WORK FOR UW SYSTEM	☐ WORK FOR ANOTHER STATE AGENCY	Name of UW agency	Name of state agency	
☐ RETIREMENT	☐ WORK FOR WISCONSIN COURT SYSTEM											
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☐ MOVEMENT WITHIN DMA	☐ WORK FOR UW SYSTEM											
☐ WORK FOR ANOTHER STATE AGENCY	Name of UW agency											
Name of state agency												
Effective start date of new position (if applicable):												
Employees terminating state service by resignation or retirement who submits notice at least 14 calendar days in advance, will have the following options for their remaining leave credits (other than sick leave). Please indicate your Leave Credit Option below. This section is not applicable to LTEs. <table border="0"><tr><td>☐ Option A Date of resignation/retirement to be extended by amount of remaining leave credits.</td><td>☐ Option B Remaining leave credits to be paid out in a lump sum.</td></tr></table>			☐ Option A Date of resignation/retirement to be extended by amount of remaining leave credits.	☐ Option B Remaining leave credits to be paid out in a lump sum.								
☐ Option A Date of resignation/retirement to be extended by amount of remaining leave credits.	☐ Option B Remaining leave credits to be paid out in a lump sum.											
I acknowledge I am required to return my DMA employee ID/CAC/DBIDS and access card/fob as well as any other DMA property (such as keys, purchasing card, IT equipment, etc.) to my supervisor on or before my last day in the office. I acknowledge that anything meeting the definition of "public record" in s.16.61, Wis. Stats. is property of DMA. Unless authorized by an applicable Records Disposition Authorization (RDA), I may not destroy public records or take DMA's only copy of a public record. If I wish to take duplicates of public records with me upon my departure, I must obtain prior approval from my supervisor.												
SIGNATURE OF EMPLOYEE		DATE										

Note: After an employee submits a resignation letter, neither the employee nor the appointing authority can withdraw, stop, or change the resignation date or other terms of the resignation except by mutual written agreement. Refer to Wisconsin Administrative Code, [Chapter ER 21](#).

ACKNOWLEDGEMENT

We acknowledge receipt of your intent to resign/retire from your position at the Wisconsin Department of Military Affairs.

SIGNATURE OF SUPERVISOR	DATE
SIGNATURE OF HR DIRECTOR (Or Designee)	DATE

INSTRUCTIONS

Employee Instructions:

1. Employee completes the Resignation/Retirement Notice form to notify the Department of Military Affairs of the upcoming departure. Employees may choose to supplement this completed form with a formal letter of resignation, but it is not required.
2. Employees who have questions or need assistance calculating earned leave for Options A and B from Page 1, please reach out to DMAPayroll@widma.gov.
3. Employee submits page 1 of the form to their supervisor not less than 14 calendar days before the last day expected to be in office.
4. Employees should notify Human Resources of any address change after their resignation/retirement to ensure receipt of their W-2.
5. Employees who are retiring must report their last day on payroll to Employee Trust Funds (ETF) in order for them to administer annuity and benefit options. <https://etf.wi.gov/retirement>

Supervisor Instructions:

1. Supervisor acknowledges the Resignation/Retirement Notice form by signing and dating the appropriate area. Supervisors may choose to supplement this completed form with a formal letter of acknowledgement, but it is not required.
2. Supervisor forwards the form to DMAPayroll@widma.gov.
3. Supervisor makes plans with the departing employee to collect DMA issued items on or before their last day in the office.

Payroll/Human Resources Instructions:

1. Payroll ensures the employee's last day in the office compared to the last day on payroll are accurate.
2. Payroll/HR Director Designee acknowledges the Resignation/Retirement Notice form by signing and dating the appropriate area.
3. Payroll will forward the final signed copy to the employee and supervisor.
4. Human Resources will upload the final signed Resignation/Retirement Notice form to the employee's personnel file.
5. Human Resources will send information on the exit interview process to the employee.

Leave Implications for Employees Retiring or Leaving State Service:

Unless Option A on page 1 is selected, all remaining leave (except for sick leave) will be paid out on the employee's final paycheck.

- Vacation and legal holiday hours for the calendar year are prorated based on the actual hours in pay status and observed holidays. If the employee has used more than the prorated amount of leave, the value of the overused leave hours will be deducted from the employee's final paycheck.
- Personal holiday hours for the calendar year may be paid out in a lump sum. Employees who have not completed six months of their original probation are not entitled to personal holiday hours; the value of any personal holiday time used will be deducted from the employee's final paycheck.
- Sabbatical hours can also be paid out in a lump sum to the employee's Wisconsin Deferred Compensation (WDC) account with the last paycheck. Contact DMA Payroll in advance to schedule this deduction.
- For employees who are retiring, the Sick Leave Credit Certification will be submitted by DMA Payroll to ETF following the employee's last date in paid status, if eligible. Refer to the Sick Leave Credit Conversion Program brochure <https://etf.wi.gov/publications/et4132/direct> for additional information regarding eligibility and calculations.

Limited Term Employees (LTEs) Applying for Unemployment Benefits:

- Limited Term Employees may file an unemployment claim in the first week that employment stops or work hours are reduced.
- See [digital poster](#) for when and how to apply for unemployment benefits ([En Español](#) | [Txhais lus Hmoob](#)) (<https://dwd.wi.gov/eworkboard>).
- For help call (414) 435-7069 or toll-free (844) 910-3661 [during business hours](#).

Other unemployment resources:

- [Filing Requirements Video](https://www.youtube.com/watch?v=NMwGFvkcO6Y) (<https://www.youtube.com/watch?v=NMwGFvkcO6Y>)
- [Information You Need to Apply](https://dwd.wi.gov/uiben/information-needed.htm) (<https://dwd.wi.gov/uiben/information-needed.htm>)
- [Apply Online](https://dwd.wi.gov/uiben/apply) (<https://dwd.wi.gov/uiben/apply>)
- [More Information and FAQs](https://dwd.wi.gov/uiben) (<https://dwd.wi.gov/uiben>)