

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-10

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: RESIGNATION & RETIREMENT

OVERVIEW: An employee who wishes to resign from his/her position or retire from State service must give proper notice in order to leave in good standing. An employee must leave in good standing in order to be compensated for accumulated vacation leave (up to the maximum amount allowable by the State Personnel Department). An employee who leaves in bad standing will not be compensated for accumulated vacation leave and may be ineligible to return to State employment in the future.

I. DEFINITIONS

None

II. REFERENCES

- a. [31 IAC 1: Non-Merit Employees](#)
- b. [31 IAC 2: Merit Employees](#)
- c. [IC 4-15-2-6](#)

III. POLICY

- a. An employee must give two (2) weeks written notice when resigning in order to leave in good standing. Employees who resign and give less than two weeks notice will leave in bad standing. Only the State Personnel Director may grant exceptions to this rule.
- b. An employee resigning or retiring in good standing may be compensated for a certain number of days of accumulated vacation leave upon separation. The specific number of days will be calculated by DCS Central Office human resources and will be dependent on the individual situation.
- c. Vacation requests in excess of twenty (20) days will be denied if made at the time of or after notice of resignation/retirement.
- d. An employee must be present on his/her last regularly scheduled day of work. An employee will not be paid for leave taken after his/her last day of work.
- f. An employee leaving in bad standing will not be compensated for accumulated vacation leave and may be ineligible to return to State employment.

IV. PROCEDURE

- a. An employee resigning his/her position shall notify his/her supervisor in writing. **Email is NOT acceptable.** The letter must include the date of notification, the date the resignation will take effect and the position title.
- b. A supervisor who receives a resignation notification should retain a copy for his/her records and forward the original to DCS Central Office human resources.

- c. An employee who wishes to retire from State service should contact DCS Central Office human resources at least six (6) months in advance of the desired retirement date. DCS Central Office human resources will advise the employee of programs available to retirees, as well as any accumulated vacation leave payment options.

V. FORMS AND OTHER DOCUMENTS

NONE

DATE: 06/08/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.

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