

Separation Notice



Instructions

1. An employee must use this notice to notify his/her supervisor of their intent to end employment with Racine County.

TO BE PAID OUT YOUR ACCRUED VACATION, YOU MUST MEET THE FOLLOWING REQUIREMENTS:

2. An employee must provide a minimum of 10 working days' notice to his/her supervisor. An employee with a pay grade above 080 must provide a minimum of 15 working days' notice.
3. An employee cannot take any paid days or unpaid days off during the last 10/15 days preceding their last day.

Employee Name

Personal Email Address

Employee Address

Employee ID #

Supervisor

Department

Position

RESIGNATION - If retiring, skip this section

Date of Notice of Resignation

Last Day Worked

Reason for Leaving

RETIREMENT - If resigning, skip this section

I have formally applied for retirement YES NO

* If yes, please attach a copy of your "Estimation of Benefits" form from the Wisconsin Retirement System to the original Separation Notice before you forward it to the Human Resources Department.

Date of Notice of Retirement

Last Day Worked

The information I have provided is correct and complete. I understand I must return my ID badge(s) and County owned property (such as keys, cell phones, pagers, County uniforms, computer files, tools, equipment) in my possession by my last day at work.

Employee Signature

Date

The Supervisor should:

- Scan & email signed copy to humanresources@racinecounty.com AND payroll_finance@racinecounty.com as soon as possible.
- Forward the original of this supervisor-signed form through interoffice mail to **Human Resources – 7th floor Courthouse.**

Did employee provide sufficient notice? YES NO

**Supervisor Comments*

My signature verifies that I have confirmed the above termination date and that the last day the employee is present at work is correct per their schedule.

Supervisor Signature

Print Supervisor Name

Date

Work Phone