

1 **Part D. Other Separations.**

2 **FAC 8.D.1. Resignations.**

3 Unclassified employees intending to resign from the University should address a letter of resignation to the
4 Provost and Vice Chancellor, and forward it via each supervisor. The letter should include the effective
5 date of the resignation and each supervisor should initial the letter and comment, if desired. A Personnel
6 Transaction Form (PTF) shall be completed by the supervisor and forwarded along with the resignation
7 letter to the Associate Vice Chancellor. The Provost and Vice Chancellor will issue the official response for
8 the University to the individual.

9 It is expected letters of resignation will be filed as far in advance as possible of the planned termination
10 date so that the University can meet its professional commitments and provide for the educational needs
11 of students.

12 **FAC 8.D.2. Retirement.**

13 Participation in the Wisconsin Retirement System is mandatory for all persons in an ongoing posi-
14 tion except those on leave from out-of-state universities who are visiting the University for one
15 year or less or citizens of foreign countries who have an "F" or "J" visa. Employee contribution to
16 the Wisconsin Retirement System is five percent of gross salary. A matching employer contribu-
17 tion is made by the university. Employees are immediately vested in the Wisconsin Retirement
18 System. Separation benefits of employee contribution are available to those who leave state em-
19 ployment prior to age 55. Retirement benefits are available to those who leave state employment
20 at age 55 or later. Details are available in the Human Resources Office.