

## Resignation or Retirement Notice

<b>Name</b> (please print):			
<b>Employee Number:</b>			
<b>Department:</b>			
<b>Home Address:</b> <i>To change your address on the county payroll system, log into APEX and follow directions.</i>	Street Address:		
	City:	State:	Zip:
<b>Personal Telephone:</b>		<b>Personal Email:</b>	
<b>Are you age 50 or over?</b>	No	Yes. If yes, complete the <a href="#">Request for Benefits form</a>	

RESIGNATION
<b>Resignation date:</b>
<b>Please offer reason for your resignation:</b> <ul style="list-style-type: none"> <li>Disability / medical</li> <li>Need full-time work</li> <li>Moving from area</li> <li>Obtained other employment</li> <li>Personal/family reasons</li> <li>Returning to school</li> <li>Unable to work required schedule</li> <li>Transportation problems</li> <li>Dissatisfied with workplace conditions / culture</li> </ul>
<b>Things you need to know about resignation:</b> <ul style="list-style-type: none"> <li>Your resignation date is your last day worked.</li> <li>Unused vacation/PTO hours will be paid out.</li> </ul> <p>NOTE: Any vacation/PTO balances will be paid in severance, depending on your participation in the <a href="#">Health Care Savings Plan (HCSP)</a>.</p>

RETIREMENT
<b>Last day worked:</b>
<b>Retirement date:</b> Note: If you choose to run out up to 280 hours of your vacation/PTO accrual, this date will be different. Calculate carefully; this cannot be changed.
<b>Please offer reason for your retirement:</b> <ul style="list-style-type: none"> <li>Medical disability retirement (i.e., receiving PERA disability benefits)</li> <li>Retirement</li> </ul>
<b>Things you need to know about retirement:</b> <ul style="list-style-type: none"> <li>The last day worked and the retirement date <u>can</u> be different.</li> <li>Retirement date <u>cannot</u> be changed once this form is submitted.</li> <li>You may request to run up to 280 hours of vacation/PTO between your last day worked and retirement date.               <ul style="list-style-type: none"> <li>Department approval is required for run-out.</li> <li>You may only run out up to 280 hours.</li> </ul> </li> </ul> <p><b>NOTE:</b> Any remaining balances in vacation or PTO will be paid in severance, depending on your participation in the <a href="#">Health Care Savings Plan (HCSP)</a>.</p>

Your department may contact you with questions about the resignation or retirement date you provide.

Your decision to resign or retire is significant. You are encouraged to review information on how this decision will impact your benefits with Hennepin County. Information can be found by visiting <https://www.hennepin.us/employees/benefits-summary>

Your last paycheck and your severance payout (if eligible) will be delivered by the same method as your regular paycheck (i.e., direct deposit). Work with your HR APEX Contact to receive copies of your last paycheck and severance payout stubs. Your severance payout will be issued two weeks after your final paycheck.

#### **NEXT STEPS:**

- 1) **Employee:** Sign the form and give to your supervisor for their signature.

If I have any questions regarding how my resignation or retirement date will impact the benefits for which I am eligible, I understand that I must contact the Human Resources Service Center via email [HR.ServiceCenter@hennepin.us](mailto:HR.ServiceCenter@hennepin.us) or phone: 612-348-7855.

By signing this Resignation or Retirement Notice, I understand that Hennepin County will process my separation of employment as indicated above.

<b>Employee Signature:</b>	<b>Date:</b>
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- 2) **Supervisor:** Sign the form and give to your HR APEX Contact.

Your resignation or retirement has been received and accepted.

<b>Supervisor Signature:</b>	<b>Date:</b>
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- 3) **HR APEX Contact:** Submit PEX and send this Resignation or Retirement Notice electronically to the HR Service Center transaction team at [HR.Transactions@hennepin.us](mailto:HR.Transactions@hennepin.us).