

August 26, 1999

General Letter NO. 177 (Revised)

TO: AGENCY HEADS & DIRECTORS OF HUMAN RESOURCES

RE: WITHDRAWAL OF RESIGNATION

Section 5-248(f) of the Connecticut General Statutes states:

“Any agency may reinstate without examination any employee who has resigned in good standing and has withdrawn his resignation within one year to positions in classes in which he has attained permanent status.”

The procedures to be followed are:

1. A former permanent employee **who has resigned in good standing** may, within one year of the effective date of resignation, request withdrawal of resignation. Requests must be in writing and submitted to the Department of Administrative Services, Human Resources Business Center (DAS/HRBC), or to the appointing authority in the agency in which he/she resigned.
2. The appointing authority forwards any letters to the Department of Administrative Services, Human Resources Business Center.
3. A staff member of DAS/HRBC verifies that all statutory requirements have been met. We will notify the individual and his/her former appointing authority in writing that he/she is eligible for possible reinstatement to a position in any classes in which prior permanent status had been attained.

NOTE: An individual is eligible for reinstatement for three years from the date of the resignation. The individual must meet the minimum qualifications of the current classification specification.

4. If the individual is reemployed during this period, the appointing authority submits a Form 301 indicating reinstatement under the authority of Section 5-248(f) and attaches a copy of the authorizing letter issued by the DAS/HRBC for their records.

5. The rate of pay is determined as follows:
 - a. Appointments to the same class are made at the same step in the salary group the individual was paid in at the time of resignation.
 - b. Appointment made to positions in a lower salary group, (in a class in which the employee previously acquired permanent status) are made at the same step and salary group which the employee **would have held** had he/she been serving in the lower, instead of the higher class at the time of resignation.
6. The employee shall be allowed to retain an established anniversary increase date.
7. Sick leave credit will be restored in accordance with Section 5-247(b) if reemployed within one year of separation.
8. Vacation may be used as accrued. However, the rate of vacation accrual may be different if not reemployed within one year.
9. If reinstated within the same calendar year of the resignation, any unused personal leave time is credited to the employee's leave balance. Personal leave time cannot exceed three (3) days in any calendar year. Refer to appropriate collective bargaining contracts for applicability.
10. Credit for seniority shall be determined by the applicable collective bargaining agreement.

Tina Lawson, Director
Human Resources Business Center