



Marshfield Clinic
Health System



Human Resources

Human Resources

Resignation Notice

Guidelines & Instructions

We request that you give as much notice as possible. However, the following minimum notice is expected:

- Group III hourly employee: A minimum of a 2-week notice
- Salaried/Exempt or Group IIH hourly staff: A minimum of a 4-week notice
- Physician (Class A, Non Class A member, Associate) or Group I staff: A minimum of a 60-day notice.

Failure to give the minimum notice will result in any unused, earned PTO and Floating Holiday pay to be forfeited. Also Note:

- Verify/Update your mailing address in Workday. Your W-2 will be mailed to your last recorded address in Workday.
- Cafeteria/Gift Shop Badge Charges: Badges may become unavailable for payroll deduction purchases at cash registers during your last week of work. Be sure to have an alternate method of payment available.
- Employees only (excludes physicians and Group I staff): Exit interviews are optional. If you wish to schedule an exit interview to discuss benefits or employment concerns, contact Human Resources in your region.

Thank You!

Your request was submitted.

