**Section 500.290 Resignation and Reinstatement**

a) Resignation: An employee who voluntarily leaves the Office of the Comptroller shall, except in emergency circumstances approved by the Director, give advance notice of intent not less than 15 calendar days before its effective date. Resignation in good standing shall mean that the employee gave the required notice, or that emergency circumstances justified failure to do so, and that the employee's conduct and work performance were satisfactory at the effective date thereof.

b) Reinstatement:

1) On request of a department head, the Director may reinstate an employee who was formerly certified under the Comptroller Merit Employment Code and who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list. Such reinstatement may be to a position in the class to which the employee was assigned prior to resignation, termination, downward allocation, lateral transfer, or layoff or to an equivalent or lower position in a related series. The Director may reinstate an employee who was formerly certified under the "State Personnel Code," the Secretary of State Merit Employment Code or the University Civil Service System of Illinois. A reinstated employee shall serve an additional six month probationary period in the position. Requests for reinstatement shall be accompanied by the employee's performance records when available.

2) A certified employee whose name appears on a reemployment list may be reinstated to a position other than the position to which the employee is eligible for reemployment. If reinstated to a position in the same or a higher pay grade than that for which the employee is eligible for reemployment, then upon satisfactory completion of the new probationary period, the employee's name shall be removed from the reemployment list. If reinstated to a position in a lower pay grade than that for which the employee is eligible for reemployment, it shall have no effect on the employee's reemployment rights.

(Source: Amended at 5 Ill. Reg. 890, effective January 9, 1981)