

## SEPARATION FORM

To expedite the processing of this separation, please complete all sections of this form, obtain your supervisor's signature, and submit it to the Human Resources Department.

**Employee Classification:**    Certificated                       Classified                       Other

**Reason for Separation:**

- Another Job in Private Industry                       Another Job in Public Education                       Caregiver Responsibilities  
 Job Dissatisfaction                       Medical                       Lack of Transportation                       Relocating  
 Retirement (for additional assistance contact the Payroll and/or Benefits Departments)

**Employee Information:**

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Last Name	First Name	ID #	Email Address
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Employee Address:

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Street Address	Contact phone:	Alt Phone:
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City	State	Zip Code
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Current Job Title: \_\_\_\_\_ Site: \_\_\_\_\_

Program: \_\_\_\_\_ Grade or Subject: \_\_\_\_\_

***I hereby tender my resignation for the reason(s) noted above. Such resignation is to become effective at the close of business (date): \_\_\_\_\_ (This will be the last pay day.)***

I tender my resignation from all positions with the District:  Yes    No, I want to be considered for employment as: \_\_\_\_\_ (Pending authorization to work).

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Reviewed by Immediate/Program Supervisor</b>
Supervisor's Signature: _____ Title _____ Date: _____
Rehire Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No <b>SUBMIT TO HR WITHIN 24 HOURS OF RECIEPT</b>

<b><u>FOR HUMAN RESOURCES USE ONLY</u></b>
Authorizing Signature: _____ Title _____ Date _____
Date Submitted to Board for Approval _____ Rehire Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No _____
<b>Route copies as follows:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Personnel File <input type="checkbox"/> Immediate Supervisor <input type="checkbox"/> Program Supervisor <input type="checkbox"/> Payroll / Benefits