

- FAC
- ADMIN
- HRLY/CS
- OTHER

NOTIFICATION OF SEPARATION

Name _____ Banner ID# _____

Position Title/Rank _____ Position # _____

Department _____ College _____ Campus _____

Effective Date _____ Salary \$ _____ FT PT 9 10 12 HRLY

RESIGNATION (Must be accompanied by original resignation letter or form)

- Accept Other Employment
- Relocation
- Personal
- Other _____

FORWARDING ADDRESS:

RETIREMENT

- Regular
- Disability
- Other _____

Date this address is effective: _____

DEATH Date of Death _____

NON-REAPPOINTMENT/INVOLUNTARY SEPARATION

- End of Temporary Appointment
- Negative Tenure Decision
- Termination for Cause
(30 days notice)
- Termination of Administrative Appointment
(90 days notice)
- Position Abolishment
- Other _____

ACKNOWLEDGEMENTS:

Department Head/Director Date

Date

Executive Officer Date

Academic Personnel/Human Resource Services Use Only:

Comments:

Date of Hire _____

Vacation _____ hours= _____ days

Sick Leave _____ hours= _____ days

Distribution:

- Executive Officer
- Payroll
- Staff Benefits
- Human Resources
- Affirmative Action