**SEPARATION NOTICE**

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| **EMPLOYEE INFORMATION** |
| 1. Complete fields below (optional: attach a [formal letter of separation](http://www.uwgb.edu/UWGBCMS/media/hr/forms/ResignationRetirementLetterTemplate.docx)) and submit form to your supervisor.
2. Schedule an exit benefits appointment by contacting Payroll and Benefits.
3. In collaboration with your supervisor, complete the [Separation Checklist](http://www.uwgb.edu/UWGBCMS/media/hr/forms/SeparationChecklist.docx) prior to your last day worked.
4. HR will send a confirmation of your separation once your separation notice has been received and processed.
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| Employee Name: |  |  | Department: |  |
| UW System Title: |  |  | FTE %: |  |
| Working Title: |  |  | Supervisor: |  |
| Separation Reason: | *If accepting employment with another state employer, please check the appropriate box below and complete the information. This impacts benefits, leave, etc.*  |
|  | [ ]  UW-  | Start date: |  |
|  | [ ]  Other State Agency:  | Start date: |  |
| Last Day Worked: (per [Paid Leave Bank and Vacation Payouts Policy](http://www.uwgb.edu/UWGBCMS/media/policies/files/PAID-LEAVE-BANK-AND-VACATION-CASH-PAYOUTS-Final.pdf?ext=.pdf), last day worked will be effective date of resignation/retirement) |
| Comments:  |
|  |  |  |
| *Employee Signature* |  | *Date* |
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| **SUPERVISOR** |
| 1. Review, sign and date Separation Form.
2. Forward signed form to Human Resources, cc: Area Leader, Dean/Division Head.
3. In collaboration with the employee, complete the [Separation Checklist](http://www.uwgb.edu/UWGBCMS/media/hr/forms/SeparationChecklist.docx) prior to their last day worked.
4. Forward completed Separation Checklist to HR within one week of employee’s separation.
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| *Supervisor Signature* |  | *Date* |