|  |
| --- |
| Separation Request  |
| The employee’s supervisor is responsible for ensuring that a completed separation request is received in human resources prior to the employee’s separation date. Delays in receipt may cause payroll inaccuracies and non-compliance with federal, state, and university policies. For assistance please call Human Resources at 434-395-2074. |
| SEPARATING DEPARTMENT |
| Separating Employee’s Full Name:  |
| Forwarding Address (for tax purposes):  |
| Personal email: | A personal email will be required for the employee to access Cardinal for paystubs/W-2s after their last day.  |
|

|  |  |
| --- | --- |
| Separation Date:  | Last Day Worked:  |
| Budget Code:  | Position #:  |

Job Title: |
| Department:  |
| Separating employee supervisor:  | Extension: |
| Direct reports of separating employee will report to:  |
| List of employees who reported to separating employee:  |
|  |  |
| Person handling separation (if different than supervisor listed above):  |  |  |
| **ATTACH RESIGNATION LETTER** |  |  |
| **Indicate specific reason(s) for separation in the CHART BELOW.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RESIGNATION | TERMINATION | TRANSFER | RETIREMENT | DEATH |
| [ ] Better job opportunity[ ] Resigned during probation[ ] Relocating geographically[ ] Family responsibilities[ ] Education[ ] Personal reasons[ ] Health[ ] Military[ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ] Unsatisfactory probationary period**\***[ ] Unsatisfactory performance**\***[ ] Disciplinary action**\***[ ] Layoff**\*** [ ] Completion of temporary appointment[ ] Did not receive tenure[ ] End of funding[ ] Non-renewal of contract**\***[ ] Other**\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\*These reasons require advanced review*** ***by Human Resources.*** | [ ] VA agency To (agency name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ] Service[ ] Disability | [ ]  Date: \_\_\_\_\_\_\_\_\_\_\_ |
| Additional Comments: |

 |    |
| It will be assumed that the Department recommends this employee to be considered for re-employment. If this is not the case, please check here: [ ]  NOTE: official supporting documents must be received by Human Resources in advance |
| Supervisor: Print Name  |
| Supervisor Signature:  | Date  |
| **HUMAN RESOURCES****CARDINAL** [ ]  **BANNER** [ ]  **Paperwork to Payroll/Budget** [ ]  **Paperwork VIT Scanner** [ ]  Notification email [ ] HRIS Sign: Date: |