**Severance FoRm**

[INSERT ORGANIZATION LOGO HERE]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | |
| Employee ID | First Name | Middle Name | Last Name | |
|  |  |  |  | |
| Job Title | | Regular/Term/Casual | Full/Part Time | Part Time (%) |
|  | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEAVING** | | | | | |
| Action Reason (see next page for options) | | Last Day to be Paid  (YYYY/MM/DD) | | Vacation Owing (hours) | Severance Pay (hours)  (if applicable) |
|  | |  | |  |  |
| **IF VACATION AND/OR SEVERANCE TO BE PAID OUT OF A DIFFERENT ACCOUNT THAN SALARY** | | | | | |
|  | Budget | | Account | | |
| Vacation Payout |  | |  | | |
| Severance Payout |  | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SIGNATURES** | | | | | |
| Manger Authorization | Name (print) | Date | Other | Name (print | Date |
| Executive Director Authorization | Name (print) | Date | HR Authorization | Name (print) | Date |

**INSTRUCTIONS FOR FILLING OUT THE SEVERANCE FORM**

**A. Action Reasons for Leaving [ORGANIZATION]**

When filling out the Severance Form, please select one of the following Action Reasons.

|  |
| --- |
| **ACTION** |
| Resignation |
| Retirement |
| Term Appointment Ended |
| Termination without Pay |
| Termination with Pay |
| Death |
| Dismissal |

**B. Severance Form Procedures**

1. The employee’s outgoing supervisor must complete and sign the Severance Form.
2. The Severance Form must be sent to the HR Department with any required supporting documentation such as:
   * The employee’s letter of resignation
   * The employee’s signed letter of dismissal