



ROCKINGHAM COUNTY

Employment Separation Report

EMPLOYEE INFORMATION

Completed by employee:

Name: _____ Last Day to Work: ____/____/____

Address: _____ Phone: _____

Please note that your final paycheck will not be direct deposited. Mail my final paycheck I will pick up my final paycheck

Signature: _____ Date: ____/____/____

Completed by employer:

Job Title: _____ Employee #: _____ Date of Hire: ____/____/____

Department: _____ Manager: _____

Date Notice Given: Verbal: : ____/____/____ Written: ____/____/____

Last Day Scheduled to Work: ____/____/____ Discharge/Removal/Separation Effective Date: ____/____/____

Exit Interview scheduled with Human Resources

Separation Type: (Please check all boxes that apply)

Eligible for rehire Not eligible for rehire

Discharge/removal during initial evaluation period or for cause, such as theft or immoral conduct (no ET payout).

Involuntary Termination, not for cause

Reminder: for all employees hired on or before December 31, 2004, Earned Time up to a maximum of 10 pay periods (based on their regularly scheduled biweekly work hours) will be paid at the end of employment. Earned Time for all employees hired on or after January 1, 2005 will be paid out in accordance with the following schedule, up to a maximum of 6 pay periods (based on their regularly scheduled biweekly work hours):

<u>Years of Service</u>	<u>Percentage of ET Accruals to be paid out</u>
0 through 4	25%
5 through 14	50%
15 through 19	75%
After 20	100%

Estimated Separation Payout (hours)	Voluntary	Involuntary	Percent payout
Pay in lieu of Employer Notice	N/A		
Earned Time			
Holidays			100%
Comp. Time			100%
Other (specify)			

Signatures:

Department Head/Manager: _____ Date: ____/____/____

O/DD: _____ Date: ____/____/____

Special Conditions or Payouts

