



Separation Notice

Part I: This section is to be completed by employee and forwarded to supervisor.

I, _____, resign my position as _____ with MetroParks of Butler
 _____ Employee Name _____ Employee Title
 County, effective _____
 _____ Last Day Planning to Work

Employee Signature: _____ Date: _____

Part II: This section is to be completed by the supervisor of the separating employee. Supervisor should obtain employee's signature and statement of reason for separation. Forward Separation Notice immediately for Supervisory Chain Signatures listed in Part III.

Date Separation Notice Received: _____

Reason for Separation: In addition to checking reason for separation, give full explanation in space below. If employee does not give notice of voluntary separation, supervisor should note when and how it was determined employee was separated and provide any other relevant information.

Voluntary	<input type="checkbox"/> Failed to report without notice or reason <input type="checkbox"/> Another job <input type="checkbox"/> Relocation <input type="checkbox"/> Illness	<input type="checkbox"/> Working Conditions <input type="checkbox"/> Work Schedule <input type="checkbox"/> Retirement <input type="checkbox"/> Pay	<input type="checkbox"/> Problem with Supervisor <input type="checkbox"/> Problem with Co-worker <input type="checkbox"/> Personal Reason <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown
Involuntary *	<input type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Insubordination	<input type="checkbox"/> Job Elimination/Changed <input type="checkbox"/> Lack of work <input type="checkbox"/> Refusal to follow instructions	<input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Violation of Rules or Policies <input type="checkbox"/> Other _____

Explain reason given above if known.

Is employee eligible for rehire? YES NO If not eligible or only under certain conditions, explain.
 (Note: Employees who leave voluntarily with less than 2-week notice are usually ineligible for re-employment. *Those involuntary separated are not **usually** eligible for rehire, unless separation is due to lay off or position elimination.)

Part III: Supervisory Chain - Signature and Route to:

Originator Name/Title: _____	Date: _____
Supervisor/Manager: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Intermediate Supervisor: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Deputy Director or Division Head: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Human Resources: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Executive Director: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____

Forward Original Form to Human Resources

Note: Supervisor and Human Resources are responsible for the completion of the Employee Separation Checklist.