**GALLAUDET UNIVERSITY**

Human Resources Services

College Hall, Room 106

Ext. 5352

**SEPARATION**

**PERSONNEL ACTION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Today’s Date |  | Effective Date |  | Prepared by |  |
| Telephone |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ms/Mrs/Mr/Dr |  | NameL/F/MI  |  | SS# |  |
| Forwarding Address |  | City |  | State |  | Zip |  |

**JOB INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Title |  | Department |  | DeptAccount # |  |
| Last Pay Rate  |  | Per |  | Appointment (e.g., 9/12, 11/12) |  | Object Code (e.g., 5111, 5121 ) |  |

**REASON FOR SEPARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Check | **VOLUNTARY** | Check | **INVOLUNTARY** |
|  | Resigned |  | Non-Reappointment |
|  | Retired |  | Non-Tenure |
|  | Deceased |  | Dismissal |
|  | Did Not Return to Work |  | Poor Performance |
|  | Term Appointment – Expiration  |  | Gross Misconduct |
|  | Other |  | Lay Off |
|  |  |  | Other |
|  |   |  |  |

**PROPERTY RETURN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check | ITEM | AMOUNT | Check | ITEM | AMOUNT |
|  | Equipment |  |  | Uniforms |  |
|  | Travel Advances |  |  | Child Development Center Fees |  |
|  | Educational Advances |  |  | Library Books |  |
|  | Keys/Access Card |  |  | Tickets/Fines |  |
|  | ID Card |  |  | Purchasing Card |  |
|  | Bison/PS Access |  |  | Other |  |

**FINAL PAY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is the employee eligiblefor severance pay?  |  | Yes |  | No | If yes, how many weeks? |  | Amount of Severance Pay |  |
| Is the employee eligible for an annual leave payoff? |  | Yes |  | No | If yes, how many hours? |  | Amount of Annual Leave Payoff |  |

E-mail termination@gallaudet.edu with full name and separation date to comply with A&O Policy 4.32 notification requirements.

**SIGNATURE DATE SIGNATURE DATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unit Administrator |  |  | Senior Administrator |  |  |
| **HUMAN RESOURCES SERVICES/PAYROLL USE ONLY** | Human Resources Services |  |  |

**Notification of separation to DOSS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(initials) (date)**

**Annual Leave Ending Balance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sick Leave Ending Balance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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