
LAKESUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: SEPARATION OF EMPLOYMENT

NUMBER: PRO-16

REFERENCE: Rules 5.01, 5.07

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All resignations (including retirement) should be presented within the designated time period stated in Rules 5.01 and 5.07 to the employee's immediate supervisor. The immediate supervisor will forward the resignation to the Human Resources Manager and the appropriate Vice President and/or Campus Director. The Human Resources Manager will contact the employee to set an appointment for the exiting employee to come into the Human Resources Office for an exit interview. The Human Resources Manager will send to the employee the Exit Checklist form for completion and sign-off by the supervisor. The supervisor is to send the completed Exit form to Human Resources.

A terminated employee will be provided with information regarding continuing health benefits (COBRA) by certified mail within fourteen (14) days of the final day of employment. In addition, and unless the employee's pay is direct deposited his or her final paycheck will be mailed via certified mail on the last day of the month of employment. The final paycheck will include payment at the employee's final rate of pay for accrued vacation leave, not to exceed 44 days and accrued sick leave according to Florida Statutes.

The Human Resources Manager will forward the Exit Checklist form to the employee's supervisor. Upon completion, the supervisor will sign the form and return it to the Human Resources Office.

New: 02/17/2000
Revised: 09/29/2009

EXIT INTERVIEW (Optional)

Employee Name: _____ Title: _____

Department: _____ Supervisor: _____

Date of Hire: _____ Separation Date: _____

Reason for Separation:

Did you receive a copy of your job description and was it discussed with you? Yes _____ No _____

Did your duties reflect you 9 >>BDC BT 0.039 g -0.00 Tw 4.78<</MCI 0.007 EMC /P <</MC Tm ()Tj EMC Ec 0 T0.00_ g 87.4864

Comments:

How would you rate your overall working relations with:

Coworkers:	Excellent _____	Good _____	Fair _____	Poor _____
Supervisor:	Excellent _____	Good _____	Fair _____	Poor _____

Comments:

Please return this form directly to the Human Resources Office. Thank you.

HUMAN RESOURCES OFFICE
EXIT CHECKLIST

Employee: _____ Position _____

Supervisor: _____ Dept./Division: _____

Effective Separation Date: _____

It is necessary to complete this form prior to separation from Lake Sumter State College. The exit checklist form must be returned to the Office of Human Resources prior to last day of employment.

The employee's final paycheck will be authorized only upon completion and return of this form to the Human Resources Office.

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Question

Yes

No

N/A



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