



Request for Separation from Employment

First Name: _____ Last Name: _____ Date: _____

Classification: _____ Location: _____ ID# _____

Phone # _____ Personal Email: _____

Forwarding Address: _____ Is this address different than what the district has on file? Yes No

If yes, when do you want the district to update your address? Date: _____

Reason for Requesting Separation:

- | | | |
|-------------------------------|-------------------------------|--------------------------------|
| Job Offer in Private Industry | Job Offer in Public Education | Not Seeking Further Employment |
| Job Dissatisfaction | Relocating | Commute/Transportation Issues |
| Medical | Retirement | Other: _____ |

Retirement System: CalPERS: CalSTRS:
Certificated Retirement Bonus Payout if Qualified: March June July

Requested Last Day of Employment/Work: _____ Retirement Date: _____
(Retirement must begin at least one (1) day after Employment ends)

Employee Signature: _____ Date: _____

I hereby declare that **all** District property, including equipment, keys, access card, I.D. badge, materials, uniform(s), records, RSA token, etcetera, will be turned in prior to my last date of employment. I understand there may be a delay in receiving my final pay warrant until all absences have been cleared and all District property has been returned to the appropriate site or department.
Please initial that you have read the above statement: _____

Approved Final Day of Employment: _____

Separation Accepted By: _____ Date: _____
Assistant Superintendent or Human Resources Designee