



CLARK ATLANTA UNIVERSITY

SEPARATION NOTICE

<i>Current Date</i>	<i>Social Security Number</i>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<i>Hire Date</i>	<i>Separation Date</i>	<i>Position</i>	<i>Reports To</i>	<i>Ext. #</i>
<i>Name of Home Department/Unit</i>		<i>Project Name</i>	<i>Department Budget Index/Fund #</i>	

Staff
 Temporary Staff
 Faculty
 Adjunct
 Summer Adjunct
 Visiting Faculty/Scientist

Types of Separation

Voluntary (VR)
 Involuntary (IV)
 Terminated for Cause (DC)
 Other
 Eligible for Rehire (SE)
 Not Eligible for Rehire (SC)

Reason for Voluntary Separation

Found other Employment (OE)
 Job Abandonment (JA)
 Retirement (RT)
 Return to School (RS)
 Did not return from Leave (IN)
 Personal Illness (PI)
 Relocation (RL)
 Personal Reasons (RL)
 Job Dissatisfaction (NR)

Reason for Involuntary Separation

End of Temporary Assignment (EN)
 Did not Complete New Hire Probation (DI)
 Deceased (DH)
 Reduction In Force/Layoff (FN)
 End of Grant Funding
 Job Performance (UP)

(Involuntary Separations that are Not Eligible for Rehire)

Did not Complete New Hire Probation (PR)
 Job Performance (SC)

State Reason or Comment(s) Regarding Separation/Specifics for Involuntary Separation

HUMAN RESOURCES ONLY:

<i>Annual Leave Hrs. Accrued:</i>	<i>Tuition Participant</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<i>Tuition Amount Owed:</i> \$	<i>Meal Plan Owed</i> \$	<i>Medical Coverage</i> \$	<i>Other</i> \$	<i>DOL 800 Issued</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
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APPROVALS:

Dean/Dept. Head/Mgr.	Date	Director of Human Resources	Date
Executive	Date	Copy to President and Executive Vice President	Date