

Procedures for Separation of Employment: Resignations, Retirements and Terminations

As soon as the site is aware of an employee's intent to separate from the district, the designated staff at the cost center shall:

1. Collect a signed and dated resignation or retirement letter from the employee. (New Requirement as of: 1/7/2021)

2. Collect a signed Separation of Employment and Leave Payout Designation Form from the employee.

3. Notify the Employee:

X Sick and vacation leaves will be paid within 30 days of separation.

X An Exit Interview will be sent to the employee's Pasco email address