

GETTYSBURG COLLEGE

TERMINATION/RETIREMENT FORM

Name: _____ Last Day Worked: ___/___/___
Position Title: _____ Department: _____
Position Number: _____ Employee ID # _____

◆ **Select One:**

Full-time

Part-time

◆ **Select One:**

) Regular

Temporary

◆ **Select One:**

Administrator (Vacation Time Remaining in Days _____)

(Floating Holidays Remaining _____)

Support Staff (Send Final Time Sheet to Payroll Office, Box 2458)

◆ **Reason For Separation (Select One):**

Termination

Retirement*

****Email HR as soon as possible with termination**

information (For those with benefits, an exit interview will be scheduled)

◆ **If Termination, Select Most Appropriate Reason:**

Death

Failure to return from leave

Disability

Resignation

Dissatisfied w/ type of work

Dissatisfied w/ work conditions

Personal reasons

Relocation

Termination w/pay *

Voluntary separation program *

End temp. employment

Reorg-position eliminated

Mutual consent

Job abandonment *

Willfull misconduct *

Return to school

Involuntary discharge *

Unsatisfactory performance *

Falsification of Co. Records *

Violation of Co. Policy *

HR USE ONLY

◆ **If Retirement, Select One:**

() Retired w/ active benefits *

() Retired w/ benefits *

() Retired, no benefits *

*** Call HR Office (6202)**

Address Change (If Known): _____

◆ **If voluntary, attach resignation letter**

SIGNATURES:

Originator: _____ / /

Budget Officer: _____ / /

Supervisor : _____ / /

HR/PAYROLL USE ONLY

Employment ___/___/___

Benefits ___/___/___

ASA ___/___/___

Payroll ___/___/___