

UNIVERSITY OF KENTUCKY EMPLOYEE SEPARATION SHEET

SECTION A: EMPLOYEE/POSITION INFORMATION													
Last Name			First Name			Middle Name			Person I.D.		Faculty	Staff	Student
Org. Unit Dept. Name				Position No.			Division			Forwarding Address			
First Day Worked		Month	Day	Year	First Day Title			Temporary	Regular	Part Time	First Day Pay Rate \$ Per		
Last Day Worked		Month	Day	Year	Last Day Title			Temporary	Regular	Part Time	Last Day Pay Rate \$ Per		
Notice Given:				Month	Day	Year	Separation Date			Terminal Vacation Hours To Be Paid			
<input type="checkbox"/> Written (Attach) <input type="checkbox"/> Oral <input type="checkbox"/> None													

SECTION B: REASON FOR SEPARATION (MARK ALL APPLICABLE)												
<input type="checkbox"/> LACK OF WORK (Eligible for Rehire)				<input type="checkbox"/> VOLUNTARY QUIT (Eligible for Rehire)				01 <input type="checkbox"/> INVOLUNTARY DISCHARGE (HR Policy 12) (Not Eligible for Rehire)				
16 <input type="checkbox"/> Funding Exhausted	04 <input type="checkbox"/> Other Work	<input type="checkbox"/> Insubordination										
17 <input type="checkbox"/> Position Eliminated	05 <input type="checkbox"/> Self-Employment	<input type="checkbox"/> Violation of Univ. or Dept. Rule										
18 <input type="checkbox"/> Reorganization	06 <input type="checkbox"/> Working Conditions	<input type="checkbox"/> Falsification of Records										
19 <input type="checkbox"/> Assignment Ended	07 <input type="checkbox"/> Personal/Job Conflict	<input type="checkbox"/> Employment Application										
20 <input type="checkbox"/> Seasonal Work	08 <input type="checkbox"/> Leaving Area	<input type="checkbox"/> Time Records										
— <input type="checkbox"/> Other (Must Explain)	09 <input type="checkbox"/> Domestic Responsibility	<input type="checkbox"/> Other Records										
	10 <input type="checkbox"/> Health	<input type="checkbox"/> Defaming/Maligning Reputation of University										
	11 <input type="checkbox"/> Failed to Return from Leave	<input type="checkbox"/> Dishonesty										
21 <input type="checkbox"/> CONTRACT NOT RENEWED	12 <input type="checkbox"/> School Responsibility	<input type="checkbox"/> Imperiling Safety of Others										
<input type="checkbox"/> RETIREMENT To Be Coded By Retirement Office	13 <input type="checkbox"/> Leaving School	<input type="checkbox"/> Gambling										
	14 <input type="checkbox"/> Graduated	<input type="checkbox"/> Negligent Destruction of University Property										
22 <input type="checkbox"/> DECEASED	— <input type="checkbox"/> Other (Must Explain)	<input type="checkbox"/> Substance Abuse: Drugs (Policy 13)										
Date:		<input type="checkbox"/> Substance Abuse: Alcohol (Policy 14)										
<input type="checkbox"/> Employee		<input type="checkbox"/> Violation of Local, State or Federal Law										
<input type="checkbox"/> Retiree		<input type="checkbox"/> Incarceration										
	<input type="checkbox"/> VOLUNTARY QUIT (Not Eligible for Rehire)	<input type="checkbox"/> Physical or Mental Endangerment										
		<input type="checkbox"/> Fighting and/or Physical Assault										
	02 <input type="checkbox"/> Job Abandonment (Policy 70)	<input type="checkbox"/> Failure or Neglect to Perform Duties										
	03 <input type="checkbox"/> Quit Without Notice (Policy 12)	<input type="checkbox"/> Lack of Skills for Job										
	15 <input type="checkbox"/> Anticipation of Discharge	<input type="checkbox"/> Absence/Tardiness Problems:										
	27 <input type="checkbox"/> Did not Fulfill Notice	<input type="checkbox"/> Excessive (Policy 82)										
Explanation for Separation		<input type="checkbox"/> Unauthorized (Policy 70)										
		<input type="checkbox"/> Unreported (Policy 70)										
		<input type="checkbox"/> Improperly Reported (Policy 70)										
		<input type="checkbox"/> Failure to Act In A Courteous or Cooperative Manner										
		<input type="checkbox"/> Inappropriate or Unsuitable Job Performance										
		<input type="checkbox"/> Forced Resignation										
		<input type="checkbox"/> Other (Must Explain)										

SECTION C: REVIEW BY HUMAN RESOURCES (Discharges Only)

Discharge reviewed by _____ in the Human Resources office of Employee Relations.

SECTION D: EMPLOYEE'S COMMENTS (See instructions if more space is required)

SECTION E: SIGNATURES

Supervisor's Signature	Date	Signature of Official Authorized to Remove Employee from Payroll
Employee's Signature	Date	Title
		Date

SECTION F: REHIRE ELIGIBILITY ♦ ♦ FOR HUMAN RESOURCES USE ONLY ♦ ♦

Is employee eligible for rehire at UK? Yes No _____ Signature

Comments: _____
(See instructions if more space is needed)