Supervisory Union & School District
LAMOILLE NORTH
Equity, Access, and Opportunity

Separation Form

Revised: 05/21/19

COMPLETE FOR ALL EMPLOYEES WHO END EMPLOYMENT FOR ANY REASON, REGARDLESS OF POSITION
RETURN COMPLETED FORM TO HUMAN RESOURCES ALONG WITH LETTER OF RESIGNATION

School Name_____ Date Completed_____/_____/_____

EMPLOYEE

Last Name_____ First Name_____ Middle Initial____ Suffix____

Current Position Title_____ Last Day Worked_____/_____/_____

If this is a separation, would you consider rehiring? Yes ☐ No ☐

If no, why not?_____

REASON FOR SEPARATION

Voluntary separation due to:

Better opportunity ☐
Compensation/Benefits ☐
Commuting distance ☐
Moving out of area ☐
Organizational issue ☐
Personal/Family ☐
Retirement ☐
Other ☐

Involuntary separation due to:

Absenteeism ☐
Employee death ☐
Failure to return from LOA ☐
Non-renewable contract ☐
Job performance failure ☐
Misconduct ☐
Reduction in force (RIF) ☐
Total & permanent disability ☐
Other ☐

Comments_____

FORWARDING INFORMATION – If different than current

Mailing Address_____
Town_____ State_____ Zip Code_____
Home Phone_____ Cell Phone_____ Email_____

ADDITIONAL COMMENTS

_____
_____
_____

SUPERVISOR'S SIGNATURE

Sign Here_____

CENTRAL OFFICE

Reviewed by:
Benefits_____ Finance_____ Date Entered in System_____