

Separation

- Resignation— Relocation
- Temporary Position Ended
- Retirement
- Disability

BERTIE COUNTY SCHOOLS RESIGNATION FORM

FOR PERSONNEL USE
Position # _____

I am resigning as an employee of Bertie County Schools effective at the close of the day on _____.

My specific assignment is _____
in/at _____ I am resigning because:
(School/Department)

- I am moving out of the area.
- I am accepting other employment with _____.
- I plan to further my education.
- I am retiring with _____ years of service.
- My health will not allow me to continue employment.
- Other: _____.

If moving, Bertie County Schools needs your:

New address: _____

Phone #: _____

I wish to be paid for my annual leave balance of _____ days (up to 30 days).

(NCPS Benefits & Employment Policy Manual, Policy ID # 3.1.6 (a) which states: An employee who transfers between local administrative units must have all unused annual vacation leave transferred to the new administrative unit.)

I am requesting that all my leave balances be transferred to: _____.
(Applicable only when transferring to another North Carolina state agency)
{Note: Leave balances may be accepted by other county agencies too.}

Signature: _____

Date _____

Printed Name: _____

Soc. Sec. #: _____

Address: _____

City, State & Zip _____

Phone: H _____ W _____

FOR PERSONNEL OFFICE USE:
HRMS Entry Date: _____
Initials: _____
Copies to: <input checked="" type="checkbox"/> Personnel File <input type="checkbox"/> Finance

Return to:

Personnel Office
Bertie County Schools
715 US Highway 17 N
Windsor, NC 27983

FOR FINANCE OFFICE USE ▼:

Annual Leave Payoff

Longevity Due

Installment Payoff