



EXIT BENEFITS AND PAYROLL FORM

NAME: _____ CAMPUS/DEPT. _____

POSITION: _____ LAST ACTIVELY AT WORK DATE? _____

ARE YOU RETIRING THROUGH TRS? YES NO

IF NO, PLEASE INDICATE YOUR REASON FOR LEAVING: _____

Scheduled Number of Days for your position	Final Paycheck	Benefits End at Midnight on
220-226 Days	June 25	June 30
260 Days	June 25	June 30
212 or less Days	August 25	August 31

PAYROLL

For those employees that have terminated employment on the last day of their work calendar, the District will process your final paycheck according to the schedule above.

BENEFITS

If you terminate employment with the District before completing the number of work days assigned to your school year work calendar, your insurance and benefits will end at midnight on the last day of the month in which your termination is effective.

For those employees that have terminated employment on or after the last day of the school year, the District will terminate your benefits according to the schedule above.

Please go online to the Santa Fe ISD Employee Access Center to make address changes.

Employee Signature: _____

Date: _____

PLEASE RETURN COMPLETED FORM TO BUSINESS SERVICES

Email: taylor.lunsford@sfsd.org

Fax: (409) 925-9024