

BURBANK UNIFIED SCHOOL DISTRICT

Human Resources Services

1900 W. Olive Avenue, Burbank, CA 91506

Phone (818) 729-4400 Fax (818) 729-4554

SEPARATION FORM

Must be Submitted to Human Resources Services (Please Print)

NAME _____ SOCIAL SECURITY # _____

CURRENT ADDRESS _____ CITY _____ ZIP _____

FORWARDING ADDRESS _____ PHONE _____

PERSONAL EMAIL ADDRESS _____

JOB(S) YOU ARE RETIRING or RESIGNING FROM:

SITE LOCATION (#1) _____ JOB TITLE (#1) _____

SITE LOCATION (#2) _____ JOB TITLE (#2) _____

TYPE OF SEPARATION:

RESIGNATION:

- | | |
|--|---|
| ☐ Resigned: Health | ☐ Resigned: Transportation |
| ☐ Resigned: Personal | ☐ Resigned: Job Offer Other District |
| ☐ Resigned: Financial | ☐ Resigned: Education |
| ☐ Resigned: Moving | ☐ Resigned: Other Reason |

RETIREMENT:

- ☐ Retirement
- ☐ Retirement: Medical Disability

****COMMENTS (Please note if interested in continuing as a substitute for the District):**

ACCEPT MY SEPARATION at the end of the work day EFFECTIVE THIS DATE: _____

MY RETIREMENT DATE IS _____ (Must be at least 1 (one) day after last day worked).

Employees are reminded that upon your retirement or resignation from the Burbank Unified School District, it is the employee's responsibility to contact the Benefits Office (818-729-4454) in order to discuss your options for continued benefit coverage (COBRA) and to ensure that premiums are not deducted from your final paycheck. Also, if you have Direct Deposit, your final paycheck will NOT be issued as Direct Deposit, it will be issued as a paper warrant. Please return any keys, identification cards or other District property to your supervisor or to Human Resources Services. You may not rescind your Separation after submitting this form.

Employee's Signature

Date of Filing This Request

OFFICE USE ONLY

Matthew La Belle, Assistant Superintendent, Human Resources Services

Date Request Approved