



PAYROLL TERMINATION REPORT

EMPLOYEE: _____

DEPARTMENT: _____ **TERMINATION DATE:** _____

EMPLOYEE INITIATED

Attach to this report the two (2) weeks written notice from the employee in compliance with the Personnel Policies manual, page 16. Salary will be paid for unused paid time off accrued at the time of termination, pro-rated for the year.

EMPLOYER INITIATED

_____ Termination with Disciplinary Cause. Pay for salary earned only.

_____ Position eliminated. Employee has received written notice two (2) weeks prior to last day of service. Two (2) weeks "Notice Pay" and "Severance Pay" will be paid. Salary will be paid for unused paid time off accrued at the time of the last day worked.

Department Head Signature

Chief Operating Officer