

FULL-TIME EMPLOYEE TERMINATION

East Central University
Ada, Oklahoma 74820

Date

Employee name: _____ Social Security # _____

Name of department where employee worked: _____

Termination date: _____

What was the date of the last day the employee actually worked? _____

Employee is to be paid _____ unused annual leave days accrued at the time of termination.

Employee has _____ unused hours for comp time.

Reason for Termination:

- Resignation
- Retirement
- Laid Off (lack of need for services or lack of funds)
- Suspended
- Death
- Other

Supervisor

Date

Vice President

Date

President

Date

The exit interview was conducted by a Human Resources Officer. The following topics were discussed:

- Health Insurance (Cobra)
- Life Insurance
- Other

Human Resources Officer

Date

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| <p><u>Human Resources Office Only:</u></p> <p>Date entered on computer: _____</p> <p>Employee ID #: _____</p> <p>Date sent to payroll: _____</p> |
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