

THE UNIVERSITY OF TEXAS SYSTEM EMPLOYEE SEPARATION FORM
(USE INSTRUCTIONS TO FACILITATE PREPARATION)

Last (Type or Print Employee's Name)	First	Middle	UT EID	Job Title
Address & Tel. No. Where Employee May be Reached after Separation			Last Day Worked	Date of Separation from Payroll

EMPLOYEE'S STATEMENT

PLEASE CHECK THE APPROPRIATE BOXES:

I am leaving employment:	Would you accept other suitable employment at this point?	YES	NO
VOLUNTARILY, through my own choice <input type="checkbox"/> 1]	Do you plan to return to University of Texas employment?	<input type="checkbox"/> 3]	<input type="checkbox"/> 4]
INVOLUNTARILY, through no choice of my own <input type="checkbox"/> 2]	If YES, state probable date of return _____	<input type="checkbox"/> 5]	<input type="checkbox"/> 6]

ALSO, PLEASE WRITE IN YOUR OWN WORDS YOUR REASONS FOR LEAVING, showing the most important reason first (For a list of usual reasons, please refer to USUAL REASONS AND CODES, in the instructions for this form) _____

Employee's Signature

Supervisor's or Witness's Signature

SUPERVISOR'S STATEMENT

UNDER "REASON CATEGORY" below, please CHECK ONLY THE PRIMARY REASON-FOR-LEAVING CATEGORY in one of three boxes provided (Voluntary, Involuntary, Discharge).

UNDER "CODES, REASONS AND REMARKS" state the SPECIFIC REASONS why this employee is leaving, after reviewing the USUAL REASONS AND CODES on the INSTRUCTIONS FOR THIS FORM. Where possible, enter an appropriate code number beside each specific reason given. Ordinarily the USUAL REASONS AND CODES for leaving for a given employee will be in the same code series as the primary REASON CATEGORY. However, ALL REASONS WHICH CAUSED OR INFLUENCED SEPARATION SHOULD BE SHOWN under the code series in which they appear. PROVIDE ALL DETAILS NECESSARY TO CONVEY THE REAL REASONS FOR SEPARATION, ATTACHING ADDITIONAL COMMENTS TO THE FORM IF NEEDED.

UNDER "EMPLOYEE STATUS" Section, enter ALL INFORMATION WHICH APPLIES opposite the appropriate Status Categories, and assign appropriate code numbers after reviewing the STATUS CODES ON THE INSTRUCTIONS FOR THE FORM.

REASON CATEGORY

▶ VOLUNTARY	CODES, REASONS AND REMARKS:
<input type="checkbox"/> [100 Series]	

▶ INVOLUNTARY (Other than Discharge)	CODES, REASONS AND REMARKS:
<input type="checkbox"/> [200 Series]	

▶ DISCHARGE	CODES, REASONS AND REMARKS:
<input type="checkbox"/> [300 Series]	

EMPLOYEE STATUS

STATUS CATEGORY	CODES, REASONS AND REMARKS:
<input type="checkbox"/> [400 Series]	
LEAVE: _____	
ACADEMIC: _____	
REEMPLOYMENT: _____	
OTHER INCOME DUE: _____	

Component Institution and Department

Typed/printed Name and Title

Signature of Supervisor

Date

INSTRUCTIONS

Five basic steps should be followed in completing the front of this form:

1. Supervisor completes employee identification section at the top of the form.
2. Employee completes Employee's Statement Section and signs it. If possible, the supervisor or a witness (in supervisor's absence) should witness and sign.
3. Supervisor completes Supervisor's Statement Section.
4. Supervisor completes Employee Status Section.
5. Supervisor enters the name of department and institution, name, title, and date. Supervisor then signs the form and makes distribution of copies, giving the employee a copy. Additional copies should be made for the Department and Supervisor's records.

USUAL REASONS AND CODES (Frequently used reasons are capitalized)

➤ VOLUNTARY – 100 Series

LEFT WITHOUT NOTICE 101	DOMESTIC	JOB CONNECTED
SCHOOL CONNECTED	Marriage 107	Working conditions 113
SCHOOL-CONNECTED	Care for family 108	Inadequate salary 114
INTER-SEMESTER LEAVE 102	BE WITH SPOUSE AT OTHER LOCATION 109	Conflict with supervisor 115
LEAVING SCHOOL 103	Pregnancy 110	Conflict with co-workers 116
ENTER SCHOOL OR INCREASE SEMESTER HOURS 104	Moving 120	Unhappy here 117
OTHER EMPLOYMENT	MILITARY	Transportation difficulties 118
ACCEPT OTHER POSITION 105	Military 111	MISCELLANEOUS
Need more hours of work – Position only temporary or part time 106	HEALTH	RETIREMENT 121
Self-employment 119	Ill health 112	Other – describe 122

➤ INVOLUNTARY (Other than Discharge) – 200 Series

LAYOFF	LEGAL – other than misconduct	U.T. RULES
SEASONAL LAYOFF –show date of return 202	FEDERAL OR STATE LAW (military, health) 205	Retirement 207
FUNDS TERMINATED OR PROJECT COMPLETED 203	PHYSICAL	Nepotism due to marriage or job transfer 208
Performance insufficient for standards of job, but no disregard of rules or misconduct 204	Physical or mental inability, handicap, ill health or injury (natural inability – not willful) 206	MISCELLANEOUS
		Other – describe 209

➤ DISCHARGE – 300 Series

LEFT WITHOUT NOTICE 301	Under influence of alcohol on the job 308	ABSENCE
MISCONDUCT	Under influence of drugs on the job 309	ABSENTEEISM 317
DISREGARD OF INTERESTS OF OTHERS (fire, safety, sanitation, health) 302	Possession of weapon, narcotics, alcohol 310	TARDINESS 318
Disruptive – blocking classroom or work areas 303	Assault 311	MISCELLANEOUS
Destructive activity 304	Dishonesty 312	REFUSAL TO WORK NEEDED
Insubordination – promoting employee discontent 305	Theft or misuse of property 313	HOURS OR SHIFTS 319
Conflict with supervisor 306	Falsification of job application 314	Other violation of law, rules, standards – describe 320
Conflict with co-workers 307	INEFFICIENCY, OR WORK CARELESSNESS (WILLFUL) 315	
	FAILURE TO PERFORM ASSIGNED DUTIES OR FOLLOW INSTRUCTIONS 316	

➤ STATUS CODES – 400 Series

LEAVE <i>without pay between semesters or contracts for:</i>	REEMPLOYMENT	Other disability benefits 434
INSTRUCTIONAL 401	Recommended 420	Social Security Retirement Benefits 435
RESEARCH 402	Not Recommended 421	Teacher Retirement or Optional Retirement 436
PRINCIPAL ADMINISTRATIVE 403	Offered 422	Old Age Benefits 437
OTHER LEAVE – DESCRIBE 404	Refused 423	Wages from partial employment 438
ACADEMIC	Conditional 424	Scholarship or Fellowship 439
STUDENT 410	OTHER INCOME DUE	Other – describe 440
STUDENT NURSE 411	Vacation 430	
STUDENT INTERN 412	Overtime 431	
	Other separation pay adjustments 432	
	Workers' Compensation 433	