

WESTERN CAROLINA UNIVERSITY
Personnel Action Request
Separation/LWOP Notice For SPA Employees

A. FROM:

Department: _____ Employee: _____
Soc. Sec. No.: _____
Date Submitted: _____ B. Cd.: _____
Subhead: _____
Pos. No.: _____

B. NOTICE OF SEPARATION:

Last Date Worked: _____ Leave Balances:
Date of Death: _____ Vacation: _____ Sick: _____
Reason for Termination: _____

If this person **quit**, tell why he/she quit if reason is known. If **discharged** (fired), be specific in telling why and what happened. If employee violated work rules, was he/she made aware of the rules and if so, how? Attach additional sheet with explanation.

NOTE: A copy of the employee's resignation memo request must be attached to this Separation Notice for the Office of Human Resources. The memo of resignation should state whether or not any earned but unused vacation leave is to be exhausted before the actual last day of work. No replacement can be made until this memo of resignation is received.

C. NOTICE OF LWOP:

Last Date Worked: _____ Leave Balances:
Reason for Request: _____ Exhaust (if applicable):

Vacation: _____ hrs. Sick: _____ hrs.
Duration: _____ mos. Retain (if applicable):
Anticipated Date of Return: _____ Vacation: _____ hrs. Sick: _____ hrs.

A copy of the employee's LWOP memo request must be attached to this form. No temporary replacement appointment can be made until this LWOP memo is received.

D. RECRUITMENT:

- () Yes; Human Resources Staff should recruit replacement. Vacancy announcement is attached.
- () No; Human Resources Staff should not recruit replacement until notified in writing by supervisor and administrator.

Administrator's Signature Date

Supervisor's Signature Date

Submit Original to: Office of Human Resources
220 HFR Administration Building

Revised: 4/2002