



The University Corporation  
San Francisco State

Room ADM 361  
1600 Holloway Ave.  
San Francisco, CA 94132

[ucorp.sfsu.edu](http://ucorp.sfsu.edu)

## Employment Separation Form

Instructions: This form must be completed for all separation from UCorp employment involving any break in service. It is not to be used for transfers directly from one project account to another. The Project Director must sign this form. The employee must sign this form in all cases except for close of project or scheduled end of appointment period (i.e. Regularly Scheduled terminations)

Last Name:

First Name:

MI:

SF State ID:

UCorp Project #:

Last Day Worked:

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### Reasons for Separation

#### Voluntary Resignation

- To look for other work
- To accept another position
- Dissatisfaction with job/salary
- Change in residence
- Medical/health reasons
- Transportation problems
- To attend school Personal reasons
- Failed to return from leave of absence
- Other reason (explain):

#### Regularly scheduled termination

- Scheduled end of appointment period
- Close of project
- Employee terminated
- Expected to continue at a later date

#### General

- Reduction in schedule due to completion of job
- Reduction in hours (or % of time) per week
- Temporary layoff - subject to recall
- Physical incapacity or inability
- Unable to meet changed job requirements
- Other (explain):

#### Dismissal For Cause

- Absenteeism/tardiness
- Insubordination
- Dishonesty/theft
- Refusal to follow instructions
- Falsification of application/record
- Conflict of interest
- Other (specify):

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I verify that all State / UCorp property, i.e. keys, laptops, Procurement Card etc. have been collected from employee, if applicable:

Project Director

Date

Employee

Date

Forwarding Address

City

State

Zip