SUBMIT THIS FORM ONLY WITH A STATE UNEMPLOYMENT CLAIM FORM.

## SEPARATION RECORD

• COMPLETE SEPARATION RECORD, IN DETAIL, AT TIME OF SEPARATION. • ATTACH COPIES OF APPROPRIATE DOCUMENTATION. • RETAIN RECORD IN PERSONNEL FILE UNTIL AN UNEMPLOYMENT CLAIM IS RECEIVED. • FAX CLAIM, DOCUMENTATION, AND SEPARATION RECORD TO OUR OFFICE. Company Name: \_\_\_\_\_ Company Code (s): \_\_\_\_\_ State Unemployment Insurance (SUI): \_\_\_\_\_\_ UCS Company Code: \_\_\_\_\_ Claimant's Name:\_\_\_\_\_ SS #: \_\_\_\_ Occupation:\_\_\_\_\_\_ Rate of Pay: \$\_\_\_\_\_\_ per \_\_\_\_\_ Hire Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Please Check Here If You Do Not Want To Protest This Claim REASON FOR SEPARATION Lack of Work/Reduction in Work Force \* Use additional sheet of paper if necessary **VOLUNTARY QUIT:** If employee submitted a letter of resignation, please attach a photocopy to this form. ☐ To leave area; reason for leaving:\_\_\_\_\_ ☐ Wage dissatisfaction: ☐ Job dissatisfaction (specific complaint):\* School attendance: No notice given: To accept other work (name of employer): ☐ No reason given: Did employer question? ☐ Yes ☐ No ☐ Transportation Problems: (Explain) ☐ Illness or Injury: Was leave of absence requested? ☐ Yes ☐ No Was leave of absence offered? Yes No Was leave of absence available? Yes No ☐ Yes DISCHARGE: Be sure to EXPLAIN IN DETAIL on the lines provided below: (Please Attach Supporting Documentation.) ☐ Unsatisfactory performance (due to): ☐ Inability ☐ Intentional misconduct Insubordination (be specific):\* ☐ Violation of company policy (How was employee aware of policy?): \* Submit copy of policy ☐ Unsatisfactory attendance (due to): ☐ Excessive absenteeism ☐ Excessive tardiness Other (be specific):\* Explanation of final incident:\* Witness name(s)/title(s): Separation Pay:\_ Date Paid Type of Compensation Period Covered **Amount Paid** Vacation Severance In-Lieu-of-Notice Pension

Completed By: Telephone Number ( )