

TERMINATION OF EMPLOYMENT FORM
(Also used for TERI and REGULAR RETIREE working)
Greenville County Schools
Revised 3.11.2013

Fax: 355-3975 (Admin, Teacher, Classified, Substitutes, After School/School Hourly) 355-1390 (Operations/Hourly)

Admin/Professional Teacher Classified Salaried After School, School Hourly Hourly (BLDG, FANS, TRANS)

LOCATION: _____ **Three digit code:** _____ **Termination Date:** _____

Name: _____ Employee Number: _____

Current Position: _____ Termination from this job only? All district jobs?
 (12 character Lawson position) _____

Terminating and Leaving District Effective Date: _____

Reason for Termination Resigned Reason: _____
 Terminated Reason: _____
 Retired—not returning to work

BEGINNING TERI RETIREMENT (this does not require a break in service)

First Date Employee begins TERI Retirement _____ (Effective Date of TERI)

END OF TERI RETIREMENT (this does require a one day break in service)

Last Date of TERI Retirement _____
 Adjusted Hire Date/Seniority Date _____ (Return date after TERI—must be one day break)

STATE RETIREMENT BUT STILL WORKING (requires a 30 day break in service)

Last Day worked prior to retirement (unlimited earnings) _____
 Adjusted Hire Date/Seniority Date _____ (Return date after 30 day break)

ADDITIONAL INFORMATION

Is this person transferring to another SC state agency or school district? YES NO

Is this person eligible for rehire? YES NO If no, please explain:

Unused Vacation Leave _____ Unused Sick Leave _____

CHECKLIST OF RETURNS

School/district keys	Supplies, books, student records	Laptop computer/software
Receipt books	Curriculum guides, Teacher's Editions	Cell phone/radio/Nextel
Athletic equipment	Uniforms	Other:
Security badge—destroyed by manager	Service Center notified—deactivate badge	Other

SIGNATURE of Principal/Manager: _____ Date: _____

HR Signature: _____ Date: _____

FOR HUMAN RESOURCE/PAYROLL USE ONLY

Termination Reason Code: _____ Accrued Sick Leave Transferred to: _____

Insurance Eligibility Yes No Summer Incentive Days Transferred _____