

**Separation Form**

The University of Houston System requires employees to submit a written, signed notice of voluntary resignation or retirement to the immediate supervisor at least two weeks prior to the effective date of separation stating the reason(s) for the resignation. It is the policy of the University of Houston System to provide separation and clearance procedures for all employees who separate from the University. The separation process ensures all employees separating from employment with the University of Houston-Clear Lake return university property and are notified of employee responsibilities.

It is the employee's responsibility to return all university property to the department or facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, library books, and pay any outstanding fines. **Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.** You must obtain the signatures listed below indicating clearance. **After securing all required signatures, the completed form must be brought to Human Resources (B2537) to obtain final clearance.**

<input type="checkbox"/> Faculty	Last Name:	First Name:	
<input type="checkbox"/> Staff			
Employee ID:		Last Day on Payroll:	
Department:	Work and Home/Cell Telephone:	Personal Email Address:	
Home/Mailing Address:			
Are you transferring to another state agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			

**Department Instructions:** The employee listed above is complying with university separation procedures. Please sign and date your respective area if cleared. If not cleared, note exception in the space provided.

<b>Primary Department</b> All obligations to the department have been satisfied. Employee must turn in all wireless devices, laptops and cellular phones to the department. Has completed all leave requests.	Authorized Signature:	Date:
	Exceptions:	
<b>Library: B2402</b> Employee has returned all outstanding books and materials and has paid any outstanding fines.	Authorized Signature:	Date:
	Exceptions:	
<b>Computing: B2300</b> Employee has returned all equipment and access has been changed.	Authorized Signature:	Date:
	Exceptions:	
<b>Police: B1636</b> Employee has returned all keys and access cards and has paid any outstanding fees.	Authorized Signature:	Date:
	Exceptions:	

If you would like to schedule an exit interview with the Executive Director of Human Resources, please schedule in advance, before your last day of employment. Contact Human Resources at x2160 to schedule an interview. **An exit interview is optional, not required.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Human Resources Office use ONLY**

- University ID Badge
- Sick Leave Pool Donation Form
- Long Distance Services Form
- Finance Clearance Email
- Parking Clearance Email

HR Authorized Signature:	Date: