

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:	Preferred Telephone:	Preferred Email:	
Mailing Address:			
Are you transferring to another state agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			

Department Instructions: Please sign and date your respective area if cleared. If not cleared, note exception in the space provided.

Primary Department 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:	
Library: B2402 Employee has returned all outstanding books and materials and has paid any outstanding fines.	Authorized Signature:	Date:
	Exceptions:	
Computing: B2300 Employee has returned all equipment and access has been changed.	Authorized Signature:	Date:
	Exceptions:	
Police: B1636 Employee has returned all keys and access cards and has paid any outstanding fees.	Authorized Signature:	Date:
	Exceptions:	

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Human Resources Office use ONLY

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

HR Authorized Signature:	Date:
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University of Houston System
Sick Leave Pool Contribution Request

Employee Information:

Name: _____ Empl ID: _____

Home Address: _____ State _____ Zip _____

Department: _____ Campus: _____

Supervisor Name _____ Telephone # _____

Sick Leave Pool Contribution

Number of hours you wish to contribute: _____

Are you retiring or terminating employment? Yes No

Participation in the Sick Leave Pool is voluntary and the contributions are irrevocable. The number of hours contributed cannot exceed your accrued sick leave balance. If you exhaust all your accrued sick leave hours due to non-catastrophic illness you may request a withdrawal from the Sick Leave Pool in the amount of hours that you may have donated in the current fiscal year. Hours contributed to the Sick Leave Pool due to termination or retirement cannot be refunded should you return to state employment.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Number of Hours Approved for this request: _____ Pay Cycle Processed: _____ Date: _____

Frequently Asked Questions by Employees Separating from UHCL

Q: What do I need to do on my last day on campus?

A: Obtain and complete a Separation Form from the Office of Human Resources or from the 'Separation from University' section of the UHCL HR website (www.uhcl.edu/hr). A personal email address on your Separation Form is required for continued access to PASS. You will need access to PASS in order to print your online W-2 and 1095-C forms, which are important tax filing documents. It is the employee's responsibility to return all university property to the department/ 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. These items will be collected by the appropriate department during the separation of employment process.

Q: How long is my insurance effective?

A: Any insurance that you carried while at the university will be effective through the end of the month in which you separate from employment.

Q: Can I continue my insurance after that date?

A: The Employee Retirement System of Texas (ERS) is notified during the month following your separation of employment that you are no longer at UHCL. They send COBRA notification letters to all separated employees informing you of your right to continue your insurance. If you wish to continue the insurance, you must return the election form and remit the premiums directly to ERS. You may continue your medical and dental insurance. All other supplemental insurance coverage is not eligible to continue. If you have questions about COBRA, contact ERS directly at 877-275-4377, Monday-Friday, 7:30am-5:30pm.

Q: I have a TexFlex account. What about this account?

A: When an employee who participates in a TexFlex health care account leaves or retires from state employment, he or she can no longer have the remaining contribution deducted before tax. The participant may choose to continue participation through COBRA by sending the payment, after tax, directly to ERS using the payment coupon found on the ERS website (www.ers.state.tx.us). A participant who leaves state employment is not required to continue to pay the TexFlex contribution through the end of the plan year. Any eligible health expenses incurred after separation of employment are not reimbursed, unless participation continues through COBRA.

A participant is no longer eligible to make TexFlex day care account contributions once his or her employment ends, whether from separation of employment, or retirement. Enrollment ends on the last day of the month in which the participant leaves employment. If a participant has unclaimed money in the day care account, he or she can file claims for eligible work-related expenses incurred before the separation of employment date through the end of the plan year. However, the participant cannot use these funds for services used during the grace period from September 1 to November 15. If the former employee leaves money in the account after the end of the run-out period (December 31), he or she forfeits those funds. Funds in a day care account can only be used to provide care while the former employee is working or looking for work. The former employee must have earned income during the year to use day care funds. See IRS Publication 503 Child and Dependent Care Expenses for more information. If you have questions about TexFlex, contact PayFlex directly at 866-353-9839, Monday-Friday, 7:00am-7:00pm, and Saturdays, 9:00am-2:00pm.

Q: What about my accrued but unused vacation leave?

A: If you are a direct transfer to another State Agency, your unused vacation will be transferred to that agency if you have

completed 6 months of service with the State of Texas. If you are not transferring to another State agency, you will be paid for your accrued but unused vacation leave provided that you have completed 6 months of service with the State of Texas. Once all of your wages have been paid to you, we will process your separation vacation pay. This will be a direct deposit to the account on file.

Q: What about my accrued but unused sick leave?

A: You will not be paid for your accrued but unused sick leave. If you are employed by another state agency within 12 months after the end of the month in which you separate from our institution, your sick leave balance will be transferred to the other state agency provided that you do not donate your sick leave balance to the sick leave pool. The new state agency will send us a form to verify your years of service and your sick leave balance. If you are reemployed by UHCL within 12 months after the end of the month in which you terminate your employment, you can have your sick leave balance reinstated only if there has been a break in service from UHCL of at least 30 calendar days provided that you do not donate your sick leave balance to the sick leave pool.

Q: How do I donate my sick leave to the sick leave pool?

A: At the time of separation of employment, an employee may choose to donate their accrued but unused sick leave to the UHS Sick Leave Pool for use by other employees in the future. If you would like to do so, please complete the Sick Leave Pool Donation Form which will be supplied to you with the Separation Form.

Q: When will I receive my final pay check?

A: Your final check will be processed with the normal cycle and will be received on the next regular pay day.

Q: Can I get a refund of my money in the Teacher Retirement System of Texas (TRS)?

A: If you have less than 5 years of service in TRS, you may request a refund of your contributions by completing a TRS 6 form. You are not eligible for the state's contributions. This form is available from the Office of Human Resources or on the TRS Web site (www.trs.state.tx.us). The form must be completed, signed in front of a notary and mailed directly to TRS. If you have more than 5 years of service in TRS, you are eligible for the state's contributions at the time of retirement provided that you leave your funds in the account until you reach retirement eligibility. If you have questions about your TRS account, please contact TRS directly at 800-223-8778, Monday-Friday, 7:00am-6:00pm.

Q: How do I access my funds in ORP?

A: If you have contributed to an ORP account for 1 year and 1 day, you are vested. You may receive both your contributions and the state's contributions after age 59 ½. You should contact your ORP carrier to discuss your best financial options.

Q: How do I obtain my W-2 and 1095-C forms?

A: After separation of employment, you will still have access to PASS by providing a personal email address on your Separation Form. You will be able to log into PASS in January of the following year, opt to print your W-2 and 1095-C forms and access them immediately. Or you may wait for the forms to be mailed to you. Be sure to update your address in PASS before the middle of December.

Q: I have a Tax Deferred Annuity account, can I get a refund of my money?

A: All of the funds that you deposited in a tax deferred account is yours. You should contact your financial advisor or carrier to make the best decisions about withdrawing any of these funds. There are tax implications and penalties may apply.