



CSEA/Local 39 Employee Separation Form

HR Use Only:	
Date of Hire:	_____
Yrs of Service:	_____
Board Agenda:	_____

To: Superintendent / Human Resources

I, _____ hereby voluntarily resign my position with the Solano Community College District.

My last workday will be: _____

If retiring my retirement date with PERS will be: _____ (one day after last workday)

Reason(s) for leaving district employment:

Sick Leave Payoff:

I have been with the District 10 or more years and want to exercise the payoff option available under CSEA article 9.11 / Operating Engineers Article 9.1.3.

I have been with the District 10 or more years and do not want to exercise the sick leave payoff option available under CSEA Article 9.11 / Operating Engineers Article 9.1.3; please report all sick leave to my retirement provider.

I have not been with the District 10 or more years, so I am not eligible for the sick leave payoff option available under CSEA Article 9.11 / Operating Engineers 9.1.3; therefore, please report all sick leave to my retirement provider.

I hereby certify that the foregoing is a true statement of the reasons or cause of my separation from employment with the Solano Community College District.

Signature: _____ SCC ID#: _____ Date: _____

School/Department: _____ Position: _____

Mailing/Forwarding Address:

