

EMPLOYEE SEPARATION PROCESS – VOLUNTARY RESIGNATION

For employees who **resign, retire,** or otherwise **voluntarily end their employment** with Bulloch County, please follow the steps below:

- 1) **DOCUMENT TO COMPLETE:** Complete a *Personnel Action Form* (PAF). For a separation, only complete:
 - a. the very top section (name, employee ID, effective date),
 - b. “Separation of Employment” section (“Separation type” and “date employee gave notice”), and
 - c. Signature line(s) at the very bottom.
 - d. Optional: You may use the “Additional Comments” section if any additional info needs to be added.

- 2) **DOCUMENT TO COMPLETE:** Prepare a *Separation Notice*, as follows:
 - a. Complete sections 1 through 4;
 - b. Skip section 5;
 - c. Complete section 6 (check with HR or Payroll if you do not know the answer or need the amount);
 - d. Sign, print title, and date.

- 3) **DOCUMENT ROUTING – EMPLOYEE:** The separating employee must be given the original signed Separation Notice, no later than the last day of employment.

- 4) **DOCUMENT ROUTING – HR:** Send a separation packet to HR, containing: (1) The completed PAF from step 1 above; (2) a copy of the completed Separation Notice from step 2 above; (3) the original resignation letter. This should be sent on or before the last day of employment. (*We cannot process the PAF until after the last payroll is complete, but it is very helpful to have it in hand by the time the employee departs. This allows us to determine eligibility for annual leave payouts and other last-minute details.*)

- 5) **EXIT INTERVIEW (FULL-TIME EMPLOYEES ONLY)** – Direct the employee to contact Joleen Orfield (extension 164) to schedule an exit interview. (These are generally conducted during the last week of employment.) During the exit interview, we will review benefits and retirement information and ask the employee to provide feedback on their experiences as a Bulloch County employee.