

NOTICE OF SEPARATION

IDENTIFICATION	
Date of Employment: <u>Feburary 16, 2018</u>	Name: <u>John B Peyton</u>
	Assignment No: <u>0000002731</u>
Date Terminated/Resigned: <u>August 16, 2018</u>	Organization: <u>Probate Courts</u>
	Position No: <u>2731</u> Job Title: <u>Director of Operations</u>

REASON FOR SEPARATION		
(Employee initiated (voluntary))		
<input type="checkbox"/> Deceased <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Fail to Return <input type="checkbox"/> Family Reason <input type="checkbox"/> Illness <input type="checkbox"/> Other Job <input checked="" type="checkbox"/> Personal	<input type="checkbox"/> Retirement <input type="checkbox"/> Returned to School <input type="checkbox"/> Spouse Relocated <input type="checkbox"/> Stay at Home <input type="checkbox"/> Without Cause Other <input type="checkbox"/> Excess Absences <input type="checkbox"/> Exceeded LOA	<input type="checkbox"/> Mutual Agreement <input type="checkbox"/> Probationary <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Rule/policy Violation <input type="checkbox"/> Summer Job Ended <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> At Will <input type="checkbox"/> Other <input type="checkbox"/> Gross Misconduct – HR approved

SYSTEM ACCESS ADMINISTRATION (for deactivation)			
<input checked="" type="checkbox"/> Oracle <input checked="" type="checkbox"/> Mainframe <input checked="" type="checkbox"/> JIS	<input checked="" type="checkbox"/> Active Directory <input checked="" type="checkbox"/> Kronos <input checked="" type="checkbox"/> AIS	<input checked="" type="checkbox"/> Outlook <input checked="" type="checkbox"/> Odyssey <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Building Access <input checked="" type="checkbox"/> Emp County phone # _____

Prepared By: Brenda Hull Thompson

Title: Local Administrative Judge Telephone: 214-653-7236

Authorized Signature: *Brenda Hull Thompson* Date: 8/20/18
~~08/17/2018~~

PROJECTED FINAL PAY (AUDITOR USE ONLY)					
	County Time	FLSA Comp Time	Vacation	Sick	Sick Pay Off
Date of Separation: _____					
Accrual Balance at last earnings period	_____	_____	_____	_____	
Leave Used in current earnings period	_____	_____	_____	_____	
Accrual Balance due (excluding sick)	_____	_____	_____		
% Sick due _____				_____	_____
Current Regular	_____				
Mileage/Tolls Parking	_____				
Differential Hours	_____				
2000 Advance Payback	_____				