

NOTICE OF LEAVE OF ABSENCE / SEPARATION

This is to certify that I, _____, will be separating from my employment with the Weber County School District.

My last working day will be _____ Last paid day will be _____

My reason for separation is: (Please check)

Other Employment Moving
 Retirement Medical
 Personal Unsatisfactory Service

Reduction in Force

I desire to be placed in a similar position should one be available.

Other: (Explain)

Please complete an online exit survey @ <http://blog.weber.k12.ut.us/hr/exit-survey>

My reason for leave of absence is: (Please check)

Board Approved Leave (a letter must be submitted to the Human Resources Director).
Expected Date of Return _____ .

Military Leave of Absence (A copy of military orders must be submitted to Human Resources Director.) Expected Date of Return _____

For employees with insurance:

If you work the entire school year, your insurance will be in effect through the month of August.
(This does not include 12-month employees.)

If you separate during the school year, your insurance will end at the end of the month following your last working day. The same applies for 12-month employees.

If you qualify for early retirement, please refer to your retirement agreement.

COBRA is available for those losing coverage. Please check with Payroll to sign up.

I understand the following:

1. Any separation other than Military Leave or Board Approved Leave will be with loss of tenure and rehire would be subject to administrative policy.
2. Employees on approved Military Leave will continue to accumulate leave, seniority, Utah Retirement service credit and salary steps as if they were working for the district, provided they return to work upon an honorable discharge from the service and they have not had intervening employment outside of Weber School District. Upon return, the employee will be assigned to the same position that was held at the time the military leave began.
3. Employees on a Board Approved Leave of Absence will be a reassigned to the same or equivalent position as when leave commenced, conditional upon available vacancies. Employees returning from a Board Approved Leave of Absence must notify the district of their intent to return by March 1st in order to be considered for reassignment.
4. This notice of separation is subject to the terms and provisions of employment and the policies and regulations of the Weber Board of Education. These terms and policies are listed in the Policy Handbook.

Employee's Signature

Date

Position

School

Employee Number

Principal's / HR Signature

Social Security Number