

AFC Unit \_\_\_\_\_

A90.100

### AFC EMPLOYMENT TERMINATION FORM

**INSTRUCTIONS:** Submit *copy* of this form with Part I completed to AFC Human Resources as soon as resignation/retirement date is known. Submit original with Parts I and II complete five days before scheduled termination of employment. For unscheduled resignations/terminations submit form no later than day employment ends.

#### Part I

Name: \_\_\_\_\_ AASIS #: \_\_\_\_\_ 8 digit Position #: 22 \_\_\_\_\_

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: C \_\_\_\_\_

Effective date of employment termination: \_\_\_\_\_ Retirement: Yes  No

Unit Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part II

1. Final time sheet entered in AFC Time Program: Yes  No

Attach copy of time sheet and final leave balances – the AFC will not process lump sum payments without documentation.

2. Lump sum leave payment(s) due (verified with AASIS *Transaction PT50*)

- \_\_\_\_\_ Hours annual & holiday leave (maximum 240 hours)
- \_\_\_\_\_ Hours sick leave (retirement only – minimum for pay-out is 400 hours)
- \_\_\_\_\_ Compensatory time (1.0 and 1.5, if applicable)

3. Law Enforcement position: Yes  No  If Yes, attach completed LE Form F-4 **and** verify that badge # \_\_\_\_\_ returned Yes  No

4. Verify that all AFC property and equipment returned and checked-in: Yes  No

Unit Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Required attachments:**

- Exit Interview/Reference Authorization, A90.200
- Final time sheet, A75.100 or A75.200
- Printed Leave Balance Form from AFC Time Program
- Catastrophic Leave Donation Form, A71.100 (voluntary) # of hours donated \_\_\_\_\_
- Personal Use of State Owned Vehicle Recap, A130.600, if applicable
- AFC Identification Card
- P-Card (AFC Visa Purchasing Card)
- Retirement Refund Request (contributory members only – voluntary)

Note: Lump sum payments will not be made without proper verifications by AFC Unit Manager