

Separation of Employment

Read Carefully:

- Health benefits will **end** the last day of the month of your employment separation date.
- Call the ASD Payroll Department at 253-931-4925 if you have questions regarding your final paycheck.
- If retiring, call DRS at 800-547-6657 to confirm eligibility and to discuss impacts to pay and service credit based on your chosen separation date. Please contact HCA at 800-200-1004 to discuss health benefits eligibility through PEBB.
- Complete and submit Separation of Employment form to HR Strand Specialist.

Employee Name: _____ Building/Dept: _____

Address: _____
(Final W2 statement will be sent to this address)

Phone Number: _____ Personal Email: _____

My signature below confirms that I am resigning/retiring from my position with the Auburn School District, and understand the impact to my pay and benefits and that the dates submitted are final and cannot be changed.

Signature: _____ Date: _____

Notification of:

Resignation – Separation Date: _____ Position: _____

Please check primary reason(s) for your resignation:

Personal Position with another WA District: _____ Relocation

Education Other (Please Explain): _____

Retiring and Collecting Monthly Pension – Retirement/Separation Date: _____

Retiring and Deferring Monthly Pension – Separation Date: _____

Resignation from Extra Assignment Only - Effective Date: _____

Additional Information:

Please check if you wish to enter into the Substitute Pool
(Our Substitute Coordinator will contact you to discuss this option further.)

FOR DISTRICT OFFICE USE ONLY

HR Approval: _____ Date: _____