



Department of Juvenile Justice
EMPLOYEE SEPARATION FORM

Attachment 1
AD-HR 1003.11 - 1
Revised 10/2018

(To Be Completed by the Immediate Supervisor)

EMPLOYEE INFORMATION

Name: (Type or Print) People First ID#:
Office/Program Name: Position Number:
Employee Forwarding Address: Region/Circuit:
City State Zip

Effective Separation Date (Last Day Paid By DJJ):

I certify that all state property, equipment, or any of the following items issued to this employee have been collected or returned to the issuing authority or section for cancellation or reissuance. (Please indicate an "X" by the appropriate item.)

- Identification Card, Facility Access Card, Lap Top Computer/I Pad, Hand-Held Computer (PDA/PIM), Cellular Telephone, Air Card, Purchasing Card, Credit Cards, Equipment for Use at Home, Toll Cards, Keys, Other

Obtain the information below from the employee:

Security Access Card:
Voice Mailbox Pass Code Number:
Employee Work Telephone Number:
Employee Home Telephone Number:

REASON FOR SEPARATION

Voluntary Separation

- 51 - Move to Private Sector
52 - Move within the State of Florida Gov.
53 - Other
56 - Retirement
58 - End of Appointment Period
62 - Abandonment
63 - Move to Non-State of Florida Gov.

Involuntary Separation

- 55 - Failed Probationary Period
57 - Layoff
59 - Dismissal
60 - Death of Employee
61 - Death of Employee Line of Duty
64 - Dismissal - Emp. Also Retires
65 - Legislative Directed Transfer

SEPARATION INFORMATION (If Yes response, form must be signed by Assistant Secretary and Chief of Human Resources.)

- (a) Is the permanent Career Service employee being dismissed for cause? YES NO
(b) Is the employee being dismissed? YES NO
(c) Is the employee resigning in lieu of dismissal? YES NO
(d) Is the employee subject of an investigation by the agency? YES NO

Supervisor's Name: (Type or Print) Telephone #:

Date:

Supervisor's Signature

Date:

Employee's Signature

Assistant Secretary's Signature

Date:

Chief of Human Resources' Signature

Date:

Copy: Personnel File
Employee