BRANDEIS UNIVERSITY
Employee Separation Form

To assure that you understand your rights and that the University is in compliance with various federal laws governing the continuance of insurance benefits, it is important that you make an appointment with the Office of Human Resources prior to the end of your employment. To schedule an appointment, non-exempt and union employees should call x4469, exempt employees should call x4468. Prior to this separation interview, please have the appropriate department representative complete the checklist below and bring this sheet with you. Your cooperation is appreciated.

EMPLOYEE INFORMATION (Please Print)

Name: ___________________________ Date of Hire: ___________________________

Position Title: ___________________ Last day of Employment: ___________________

Supervisor: ______________________ Length of Service: (years/month) ____________

Department: ______________________ Date Prepared: ___________________________

Reason(s) for Separation: ______________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Forwarding Address: _________________________________________________________

New employer (if any): _______________________________________________________

The following section must be completed prior to last day at work:

SEPARATION CHECKLIST

Return keys and other University property

Return University credit cards and settle unpaid bills

Payment of parking fines

Return library cards, library books and pay library fines

Return ID

STATUS OF BENEFITS (completed by Human Resources)

Medical: ________ Dental: _________ Life: _________ Disability: ________________

Retirement: ______________ FLEX ACCTS: Health: __________ Dependent Care: __________

__________________________________________________________________________

Benefits Representative Date

HR/ER 08/01R