



# ESSEX COUNTY COLLEGE SEPARATION CLEARANCE FORM

The Separation Clearance Form is for notifying Payroll the exiting employee has returned all College owned items and completed outstanding reports, therefore allowing the release of the final paycheck. All signatures must be secured before this is possible. After securing the signatures, employee must return this form to Human Resources.

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Reason:

Resignation       Retirement

Non-Renewal       Termination

Other: \_\_\_\_\_

### CLEARANCE SIGN OFF

Offices below must be cleared by returning or submitting materials where appropriate and/or obtaining departmental signatures before presenting this form at an exit interview in the Human Resources Department.

**Library**  
(books, other loaned materials)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Media Production and Technology (MPT)**  
(audio-visual equipment)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information Technology (IT)**  
(computer, cell phone, other devices)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Facilities Management**  
(keys, tools, uniforms)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Security**  
(identification card, parking key card)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Departmental Head or Dean**  
(required reports, necessary files submitted)

EC207 submitted

Current Attendance Report submitted

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other:** \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other:** \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HUMAN RESOURCES USE ONLY

In the Exit Interview the items listed below will be covered as well as any questions.

- EC207 received
- Medical Benefits/COBRA package mailed
- Pension reviewed
- Attendance Report (for non-Kronos users only)
- Other: \_\_\_\_\_

Vacation days \_\_\_\_\_ due to / \_\_\_\_\_ owed from employee

Personal days \_\_\_\_\_ due to / \_\_\_\_\_ owed from employee

This employee is required to repay the College a total amount of \$ \_\_\_\_\_ for tuition reimbursement received within the past two years.

Exit Interview  
Completed by: \_\_\_\_\_  
Date: \_\_\_\_\_