

LUCIA MAR UNIFIED SCHOOL DISTRICT

Certificated Employee Exit Interview Form

Employees are required to complete an exit interview form prior to the release of their final pay warrant. This form must be returned to Human Resources on the last day of work.

Employee's Name

School/Department

To be initialed by Principal/Supervisor:

1. Supplies & textbooks returned _____
2. Equipment checked in _____
3. Personal items taken home _____
4. Library materials returned _____
5. Keys returned (not masters) _____
6. Cal-Card (if applicable) _____
7. ID Badge returned (if applicable) _____

Human Resources Clearance Information:

9. Letter of resignation/retirement received _____
10. Insurance coverage ends: _____
11. Payroll (check out) _____
12. Maintenance (master key) _____

STRS Retirement Fund:

- _____ Withdrawing _____ Leaving on deposit
- _____ Retiring
- _____ STRS: Buy back information received

Per Article V, Section 2 (h) of the current contract, an employee who is retiring may contribute unused sick leave up to ten (10) days to the Catastrophic Leave Bank. Please **initial** here if you wish to do so. _____

PLEASE NOTE: Any retiring teacher who wishes to add their name to the substitute list must submit a Retired Teacher Physical Form. Please request a copy of the form from Human Resources

Forwarding address/phone number:

I certify that all of the above items have been completed.

This certifies that the Exit Interview has been completed and the final pay warrant authorized.

Employee's Signature

Date

Assistant Superintendent, Human Resources