

LUCIA MAR UNIFIED SCHOOL DISTRICT

Classified 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 _____
7. ID Badge returned (if applicable) _____

8. To be initialed by Payroll _____

Human Resources Clearance Information:

9. Letter of resignation received _____
10. Reason for leaving _____
11. Insurance coverage ends: _____

PERS Retirement Fund:

Resigning: _____ Withdrawing _____ Leaving on deposit

Retiring: _____ Transfer all unused sick leave to PERS.

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