Revised March, 2017

# RESIGNATION FORM

To ensure that all of your information is captured accurately, please clearly ***PRINT*** and/or ***CHECK*** in each section of the form.

| | |
|---|---|
| First Name: | Last Name: |
| Address*: | |
| City, State, Zip: | |
| Employee Number: | Cell Phone: |
| School/Dept.: | Current Position: |

*It is the responsibility of the employee to ensure that JPPSS has the most up-to-date contact information including: physical address, phone, etc. This is necessary for any/all communication between the school system and the employee, especially in regards to W2 information. Any change in the information (i.e. - address, phone, etc.) can be completed at www.jpschools.org under Employees / Forms.

**Email Address:**

| | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | |

**Resignation Date: _____**

| | |
|---|---|
| □ Accepted teaching/leadership position within Louisiana | □ Accepted teaching/leadership position outside of Louisiana |
| □ Accepted a position outside of the field of education | □ Anticipating termination |
| □ Dissatisfaction with school or district policies | □ Personal Circumstances |

**NOTE (1):** Employees transferring from one public school system to another within the State of Louisiana are entitled to transfer accumulated sick leave to the receiving school system. Please indicate below the option you wish to choose regarding your accumulated sick leave (ASL).

- Transfer all my ASL from Jefferson to a receiving school system:

  □ **YES** Name of Receiving School System: _____

- If your hire date is prior to September 3, 2013 – Eligible employees can be paid for any remaining sick days up to 25.

  □ **YES**, I wish to be paid for any remaining sick days up to 25.

**NOTE (2)**: If an employee is resigning their position, but will be receiving Social Security or Optional Retirement (ORP) benefits, please check YES. This option is only for employees that did not contribute to a statewide retirement system such as TRSL or LSERS. *(If you check YES, you may be eligible to continue your Office of Group Benefits health insurance coverage)*

□ **YES**

**NOTE (3):** If applicable, benefits will be terminated at the end of the month of the resignation date.

**NOTE (4):** Procedures for returning JPPSS issued assets: (i.e. – laptops, push-to-talk or Blackberry phones, iPads, iPhones and/or any JPPSS issued equipment) Any/all JPPSS assets issued to an employee by the Technology Department, MUST be returned directly to the Technology Department upon separation of employment from the Jefferson Parish Public School System for any reason. All District-Owned assets must be returned in acceptable, reusable conditions, excluding normal wear and tear. Equipment can be returned Monday through Friday, between 7:30 AM and 4:30 PM to the Technology Department at the Administration Building Annex (Warehouse) located at 4600 River Road, Marrero, LA 70072, or the Paul Emenes Building located at 822 Clearview Parkway, Harahan, LA 70123.

**Exit Survey:**
To better understand what employees value most in the workplace and why they leave, please fill out an Exit Survey located at http://goo.gl/forms/z7btszc65f. The information provided on the Exit Survey is confidential and will be used as part of JPPSS' continuing efforts to improve policies, practices, and programs as well as to develop additional opportunities to our employees that will create a more favorable workplace and work experience.

_____ _____

Employee Signature Date: