

The University of Houston System requires employees to submit a written, signed notice of voluntary resignation or retirement to the immediate supervisor at least two weeks prior to the effective date of separation stating the reason(s) for the resignation.

It is the employee's responsibility to return all university property to the department or facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, library books, and pay any outstanding fines. **Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered. You must obtain the signatures listed below indicating clearance.** This completed form and the sick/family leave pool donation form must be brought to Human Resources (B2537) or emailed to [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu) to obtain final clearance.

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Last Name:	First Name:
Employee ID:		Last Day on Payroll:
Department:	Preferred Telephone:	Preferred Email:
Mailing Address:		
Are you transferring to another state agency?    Yes    No    If yes, where?		
Are you a Concur Travel Approver <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, provide alternate approver:		

**Department Instructions:** Please sign and date your respective area if cleared. If not cleared, note exception in the space provided

<b>Primary Department:</b> All obligations to the department have been satisfied. Employee must turn in all devices, laptops and cellular phones. Has completed all leave requests. Has turned over all business-related files, email messages and/or other electronic communications to the supervisor.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
<b>Library (B2402):</b> Employee has returned all outstanding books and materials and has paid any outstanding fines. Email <a href="mailto:library-cl-circdesk@uhcl.edu">library-cl-circdesk@uhcl.edu</a> for signature.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
<b>Computing (B2300):</b> Employee has returned all equipment and access has been changed. Email <a href="mailto:SupportCenter@uhcl.edu">SupportCenter@uhcl.edu</a> for signature.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
<b>UHCL Police (700 Bayou Road East):</b> Employee has returned all keys and access cards and has paid any outstanding fees. Email <a href="mailto:Locksmith@uhcl.edu">Locksmith@uhcl.edu</a> for signature.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
<b>Finance (North Office Annex):</b> Employee has turned in Pcard, completed travel expenses and paid any balances, if applicable. Email <a href="mailto:AVPBusOps@UHCL.edu">AVPBusOps@UHCL.edu</a> for signature.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
<b>Parking (Central Services):</b> Employee has returned parking lot clicker and paid parking fees if applicable. Email <a href="mailto:BakerCh@UHCL.edu">BakerCh@UHCL.edu</a> for signature.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Authorized Signature:</td> <td style="width:40%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resource Office use ONLY:**

- UHCL ID Badge
- Sick/Family Leave Pool Donation Form
- Remove from email distribution list

HR Signature:	Date:
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Retiree Parking Tag Number: \_\_\_\_\_

## Sick Leave Pool and Family Leave Pool Donation Form

### Employee Information

Name \_\_\_\_\_ EMPLID \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Personal Email \_\_\_\_\_ Work Email \_\_\_\_\_

Are you retiring? \_\_\_\_\_ Yes \_\_\_\_\_ No      Are you terminating employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

*An employee may donate any number of sick hours to the Sick Leave Pool or an employee may donate any number of sick hours or vacation hours to the Family Leave Pool. I hereby donate the following number of hours to the Pool of my choice. All employees are advised to consult their independent attorney, accountant, or tax professional regarding tax implications prior to donating leave.*

**Sick Leave Pool Contribution**

- I understand that the value of the donated leave will not invoke tax consequences for me.

Total number of sick hours donated: \_\_\_\_\_

**Family Leave Pool – Serious Illness and Major Disaster**

- I understand that the value of the donated leave will not invoke tax consequences for me.
- This includes hours for caring for a seriously ill immediate family member or the employee, and pandemic-related illnesses or extenuating circumstances caused by a pandemic.

Total number of sick hours donated: \_\_\_\_\_ Total number of vacation hours donated: \_\_\_\_\_

**Family Leave Pool – Non-Serious Illness**

- I understand that the value of the donated leave will invoke tax consequences for me.
- Example: (Value of hours donated X 22%) 40 hrs donated value at \$25/hr = \$1,000 x 22% = \$220 tax consequences
- This includes hours for bonding time with a child following birth, adoption, or foster placement, and closure of a school or daycare.

Total number of sick hours donated: \_\_\_\_\_ Total number of vacation hours donated: \_\_\_\_\_

I understand that all sick and vacation leave hours' contributions to the Sick Leave Pool and/or Family Leave Pool are strictly voluntary and irrevocable. I cannot reclaim contributions unless I am entitled to use leave from the Sick Leave Pool or Family Leave Pool.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Frequently Asked Questions by Employees Separating from UHCL

### **Q: What do I need to do on my last day on campus?**

*A: Obtain and complete a Separation Form from the Office of Human Resources or from the 'Separation from University' section of the UHCL HR website ([www.uhcl.edu/hr](http://www.uhcl.edu/hr)). It is the employee's responsibility to return all university property to the department/facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, library books, and pay any outstanding fines. Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered. These items will be collected by the appropriate department during the separation of employment process.*

### **Q: How long is my insurance effective?**

*A: Any insurance that you carried while at the university will be effective through the end of the month in which you separate from employment.*

### **Q: Can I continue my insurance after that date?**

*A: The Employee Retirement System of Texas (ERS) is notified during the month following your separation of employment that you are no longer at UHCL. They send COBRA notification letters to all separated employees informing you of your right to continue your insurance. If you wish to continue the insurance, you must return the election form and remit the premiums directly to ERS. You may continue your medical and dental insurance. All other supplemental insurance coverage is not eligible to continue. If you have questions about COBRA, contact ERS directly at 877-275-4377, Monday-Friday, 7:30am-5:30pm.*

### **Q: I have a TexFlex account. What about this account?**

*A: When an employee who participates in a TexFlex health care account leaves or retires from state employment, he or she can no longer have the remaining contribution deducted before tax. The participant may choose to continue participation through COBRA by sending the payment, after tax, directly to ERS using the payment coupon found on the ERS website ([www.ers.state.tx.us](http://www.ers.state.tx.us)). A participant who leaves state employment is not required to continue to pay the TexFlex contribution through the end of the plan year. Any eligible health expenses incurred after separation of employment are not reimbursed, unless participation continues through COBRA.*

*A participant is no longer eligible to make TexFlex day care account contributions once his or her employment ends, whether from separation of employment, or retirement. Enrollment ends on the last day of the month in which the participant leaves employment. If a participant has unclaimed money in the day care account, he or she can file claims for eligible work-related expenses incurred before the separation of employment date through the end of the plan year. However, the participant cannot use these funds for services used during the grace period from September 1 to November 15. If the former employee leaves money in the account after the end of the run-out period (December 31), he or she forfeits those funds. Funds in a day care account can only be used to provide care while the former employee is working or looking for work. The former employee must have earned income during the year to use day care funds. See IRS Publication 503 Child and Dependent Care Expenses for more information. If you have questions about TexFlex, contact PayFlex directly at 866-353-9839, Monday-Friday, 7:00am-7:00pm, and Saturdays, 9:00am-2:00pm.*

**Q: What about my accrued but unused vacation leave?**

*A: If you are a direct transfer to another State Agency, your unused vacation will be transferred to that agency if you have completed 6 months of service with the State of Texas. If you are not transferring to another State agency, you will be paid for your accrued but unused vacation leave provided that you have completed 6 months of service with the State of Texas. Once all of your wages have been paid to you on your final pay check, we will process your vacation pay out separately on the next available pay cycle. Vacation pay out is a supplemental payment not subject to TRS contributions. This will be a direct deposit to the account on file.*

**Q: What about my accrued but unused sick leave?**

*A: You will not be paid for your accrued but unused sick leave. If you are employed by another state agency within 12 months after the end of the month in which you separate from our institution, your sick leave balance will be transferred to the other state agency provided that you do not donate your sick leave balance to the sick leave pool. The new state agency will send us a form to verify your years of service and your sick leave balance. If you are reemployed by UHCL within 12 months after the end of the month in which you terminate your employment, you can have your sick leave balance reinstated only if there has been a break in service from UHCL of at least 30 calendar days provided that you do not donate your sick leave balance to the sick leave pool.*

**Q: How do I donate my sick leave to the sick leave pool?**

*A: At the time of separation of employment, an employee may choose to donate their accrued but unused sick leave to the UHS Sick Leave Pool for use by other employees in the future. If you would like to do so, please complete the Sick Leave Pool Donation Form which will be supplied to you with the Separation Form.*

**Q: How do I donate my sick or vacation leave to the family leave pool?**

*A: At the time of separation of employment, an employee may choose to donate their accrued but unused sick or vacation leave to the UHS Family Leave Pool for use by other employees in the future. If you would like to do so, please complete the Family Leave Pool Donation Form which will be supplied to you with the Separation Form. **Please be advised there may be tax implications to employees who contribute hours to the Family Leave Pool.** Employees must indicate the number of leave hours and type of leave (taxable or non-taxable) they wish to donate. All employees are advised to consult their independent attorney, accountant, or tax professional regarding tax implications prior to donating leave. **Please be reminded that accrued, but unused, vacation leave is paid out to you if you do not donate it.***

**Q: When will I receive my final pay check?**

*A: Your final check will be processed with the normal cycle and will be received on the next regular pay day.*

**Q: Can I get a refund of my money in the Teacher Retirement System of Texas (TRS)?**

*A: If you have less than 5 years of service in TRS, you may request a refund of your contributions by completing a TRS 6 form. You are not eligible for the state's contributions. This form is available from the Office of Human Resources or on the TRS Web site ([www.trs.state.tx.us](http://www.trs.state.tx.us)). The form must be completed, signed in front of a notary and mailed directly to TRS. If you have more than 5 years of service in TRS, you are eligible for the state's contributions at the time of retirement provided that you leave your funds in the account until you reach retirement eligibility. If you have questions about your TRS account, please contact TRS directly at 800-223-8778, Monday-Friday, 7:00am-6:00pm.*

**Q: How do I access my funds in ORP?**

*A: If you have contributed to an ORP account for 1 year and 1 day, you are vested. You may receive both your contributions and the state's contributions after age 59 ½. You should contact your ORP carrier to discuss your best financial options.*

**Q: How do I obtain my W-2 and 1095-C forms?**

*A: **Prior to your last day, update your preferred email address to a personal email address.** This will allow you to reset your PASS password. Once you reset your password, you will be able to log into PASS until 12AM that day to print your W-2 and 1095-C forms . **If you prefer to receive your forms by mail, turn off electronic consent for your W2 and 1095-C and confirm your mailing address in PASS is correct prior to your last day of employment.***

**Q: I have a Tax Deferred Annuity account, can I get a refund of my money?**

*A: All of the funds that you deposited in a tax deferred account is yours. You should contact your financial advisor or carrier to make the best decisions about withdrawing any of these funds. There are tax implications and penalties may apply.*