**Notification of Separation Email** – When an employee notifies you they are leaving, you should send a notification as soon as you become aware that they will be leaving. It should be formatted as follows:

To: Personnel Liaison, Timekeeper, Employee Supervisor, [**DOA-HR-HRSEPARATIONNOTICE@LA.GOV**](mailto:DOA-HR-HRSEPARATIONNOTICE@LA.GOV)

CC: Section Head

Subject Line: Separation Notice – Employee Name

|  |  |
| --- | --- |
| Employee Name: |  |
| Personnel Number: |  |
| Section/Office: |  |
| Job Title: |  |
| Last Day of Work (last day to be paid by agency): |  |
| First Day of Separation/Retirement: |  |
| Reason (Resignation, Retirement, Dismissal, etc.): |  |

|  |
| --- |
| **NOTE: If an employee is transferring to another state agency, please complete the following:** |

|  |  |
| --- | --- |
| Transferring to Agency/Dept: |  |
| Start Date at New Agency: |  |
| Comments (If late submitting notice): |  |

**Please remember**

* If the employee is a WAE (Rehired Retiree), please note that in the Job Title column next to the job title
* The last day of work is the last day the employee is considered an employee of the agency, whether the employee is at work, on leave, on leave without pay or working remotely.
* The first day of separation/retirement is the first day the employee is no longer employed by the agency.
* Please state the reason for separation, i.e.: Resignation, Retirement, Dismissal, Transfer, etc.
* If the employee is Transferring to another agency, please complete which agency they are going to (if they give that information) and also the first day with the new agency.
* Please add any comments that you may think OHR would need to know, especially if the notice is not sent timely.

**Separation Form** – Please have the employee complete the Separation Form and forward it to OHR. <https://www.doa.la.gov/ohr/Separation%20Form%207.2018.fillable.pdf>

**Section Head/Designee Exit Checklist** – Section Head/Designee/Personnel Liaison should complete this checklist for the exiting employee. <https://www.doa.la.gov/ohr/ExitingEmployee.fillable.2019.pdf>

**LA Workforce Commission ES-77** – The supervisor or personnel liaison is responsible for completing this step. This affects the employee’s unemployment rights. You will need your Employer Account Number. <https://www.louisianaworks.net/hire/vosnet/EmployerSeparationNoticeRedirector.aspx?pu=1&plang=E>