



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Faculty Separation Form

Directions – To be used for all Faculty (excluding Adjuncts) separating from Mason. Adjuncts, separating prior to the completion of their assignment, must be terminated using Electronic Approvals. The “termination effective date” is the last date paid. Please complete the form, attach resignation letter, indicate eligibility for annual leave payout or summer health election, and forward to HR & Payroll as soon as notice is received. See important noted on the next page. **Reminder** – Please have separating employees visit Patriot Web self-service to update permanent address information.

I. Employee Information

G#	FIRST NAME	MIDDLE INT	LAST NAME

Employee Class:

- ☐ FA FT Admin/Prof
☐ PA PT Admin/Prof
☐ PS Presidents Exec Council

Not Eligible for Annual Leave Payout:

- ☐ FI FT 12-month Instructional
☐ PI PT 12-month Instructional
☐ FR FT 12-month Research
☐ PR PT 12-month Research

- ☐ F9 9-month Instructional
☐ FG FT 9-month Research
☐ PG PT 9-month Research/Instructional
☐ RP 4/3 Plan Faculty

II. Job Information

POSITION #/ SUFFIX #	TERMINATION EFFECTIVE DATE	DEPARTMENT

Termination Reason: Comments:
Resign:

III. Admin/Professional Annual Leave Payout Eligibility

Annual Leave Payout ☐ Yes ☐ No (if no, attach supporting documentation) Hours to be Paid:

IV. 9-month Faculty Summer Health Continuation (if separating on May 24th)

Health insurance coverage will end May 31st unless HR & Payroll is notified by April 10th.

Employee would like Summer Health Insurance Coverage: ☐ Yes ☐ No

After completing Sections I & IV, please send to required approvers, along with resignation letter/other document (if applicable).

Approvals Required	Name	Signature	Date
Department Authorization			
Human Resources Authorization (Must be obtained prior to moving forward)			
Appropriate VP or Provost (or designee) Authorization			
Office of Sponsored Programs (if applicable)			

Sections V, VI, V to be completed by HR & Payroll ☐ Enter into Termination Log Received by Date

V. Data Entry

☐ PEAESCH or ☐ NBAJOBS
☐ PMIS (Do not enter if employee is retiring or transferring to another state agency)

Received by
Date

VI. Benefits

☐ Check Log ☐ Exit Packet sent on
☐ Payroll Adjustment for benefits deductions sent to Payroll – Date

Received by
Date

V. Payroll

☐ Annual Leave Payout Amount Initials Date
☐ Leave payout process on PHAADJT ☐ Deferred payroll balances zeroed ☐ GXADIRD audit
☐ Leave balances zeroed on PEALEAV ☐ Deferred payroll balances paid out ☐ PDAEDN audit

Received by
Date

IMPORTANT NOTES

Separation Dates

Faculty separating at the end of the Fall semester will have their separation date January 9th. Faculty separating at the end of the Spring semester will have their separation date May 24th. Please notify HR & Payroll as soon as notice is received.

Faculty retiring on the 1st of the month will have their separation date the 24th of the previous month.

Deferred Pay Balances

9-month Faculty paid over 12-months will have their deferred pay balance paid out on their last check.

Leave Upon Separation

Administrative/Professional Faculty are eligible to have their unused, earned Annual Leave, up to a 36 day (288 hours) maximum paid out upon separation.

Faculty are not eligible for sick leave payouts.

Administrative/Professional Faculty enrolled in VSDP, who have unused disability credits, may transfer those to VRS retiree credit at a rate of 173 hours equaling one month of credit (round to next highest month).

Summer Health Insurance Information (separating at end of Spring semester only)

9-month Faculty paid over 12 months – Health Insurance will end May 31st. Premiums for June, July, and August will not be deducted from their final check, unless the faculty member informs HR & Payroll by April 10th of his/her interest in continuing summer health insurance.

9-month Faculty paid over 9 months – Health Insurance will end May 31st unless the faculty member informs HR & Payroll by April 10th of his/her election to continue summer health insurance and pays the applicable premiums. Deductions for summer health coverage begin with the February 25th pay period. (Paycheck dated March 16). If the faculty member elects to discontinue health coverage over the summer, additional premiums deducted will be refunded to the faculty member.