



r. 06.05.19

SEPARATION NOTICE (Non-disciplinary)



Distribute a copy to:

- Employee
- Department
- Employees' Retirement System
- Dept. of Employee Relations— send within 48 hours to DERpersonnelforms@milwaukee.gov

DER Report No. _____
Date: _____

Employee:		Employee ID No.:	
Department:		Race:	
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Division:		Division No.:	
		Payroll Loc. No.:	
Job Title:		Immediate Supervisor:	

II. You are being separated from City Service for the following reason(s), pursuant to Rule XI, Section 1 of the Rules of the City Service Commission.

- Failure to return at the expiration of a leave of absence.
- A request for a leave of absence or for an extension of a leave of absence has been denied.
- A leave of absence or an extension of a leave of absence has been revoked.

Your separation from City Service is effective at _____ (a.m. / p.m.) on _____ (date).

You have **three days** from the receipt of this notice to file an appeal. See Right of Appeal information below.

<p>DATES REQUIRED:</p> <p>1. Date of pre-separation meeting: _____</p> <p>2. Date separation notice was provided to the employee or notice was mailed to employee: _____</p>	<p>Reporting Authority Signature:</p>
<p>RIGHT OF APPEAL:</p> <p>Civil Service employees with regular status (those who have completed a probationary period) may appeal in writing to the City Service Commission within three days of receipt of this notice.</p>	<p>Title:</p> <hr/> <p>Appointing Authority Signature:</p> <hr/> <p>Title:</p>

NOTE: If you have been issued an employee identification card, it must be returned to your supervisor before your final paycheck will be released.

- If the employee had a representative at the pre-separation meeting, please provide the representative with a copy of this notice.

Pursuant to City Service Commission Rule X, employees who are separated from City Service may apply for reinstatement to the title most recently held. Further information regarding reinstatement can be obtained by calling (414) 286-3398. The application for reinstatement may be found on the DER web site: www.milwaukee.gov/der/csc/FormsDocs.