

**DIOCESE OF ROCKFORD  
CATHOLIC EDUCATION OFFICE**



**CONTRACTED EMPLOYEE SEPARATION FORM**

NAME \_\_\_\_\_  
Last First Initial Maiden

ADDRESS \_\_\_\_\_  
City Zip

SCHOOL \_\_\_\_\_  
Parish City

GRADE LEVEL \_\_\_\_\_ SUBJECT AREA \_\_\_\_\_

SOC. SEC.# \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

**REASON FOR SEPARATION**

1. Employee has signed contract with another Parish/School: Yes \_\_\_\_\_ No \_\_\_\_\_

If employee is transferring to another Parish/School within the Rockford Diocese please complete the following:

PARISH/SCHOOL \_\_\_\_\_

CITY \_\_\_\_\_

POSITION: \_\_\_\_\_

2. Employee is separating employment for one of the following reasons: (See other side for clarification of terms)

Resignation \_\_\_\_\_ Non-Renewal \_\_\_\_\_ Dismissal \_\_\_\_\_ Position Closed \_\_\_\_\_

EXPLAIN \_\_\_\_\_

Other Information \_\_\_\_\_

Date of Initial Employment \_\_\_\_\_ Date of Separation \_\_\_\_\_

Current Annual Salary \_\_\_\_\_

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

ABOVE INFORMATION IS CORRECT TO BEST OF MY KNOWLEDGE

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## CLARIFICATION OF ITEMS ON FORM

### Reason for Separation from Employment:

Separation is a general term used to indicate cessation of an employment relationship by either party for any reason.

It is important to indicate in this item the proper and appropriate reason for the separation. Only ONE reason should be indicated.

In space provided on front side, the reason for separation should be supported by short statements of fact.

USE THIS TERM	TO INDICATE:
Resignation	Employee chooses not to return to this position for next contract year.
Dismissal	Employer terminates employment FOR CAUSE during term of contract.
Non-Renewal	Employer decides not to offer contract for next contract year.
Position Closed	Discontinuance of position due to curtailing of services, declining enrollment, merge/consolidation or closing of school.

*Pink copy -- to be mailed to Diocesan Catholic Education Office (P.O. Box 7044, Rockford, IL 61125) within a week after employee resigns, transfers, or is dismissed, whether during the contract year or at the end of the contract year (whether a contracted or non-contracted employee)*

*Retain copy - in employee's personnel file at Parish/School*

*Copy -- to be given to employee.*