



Notice of Partial Separation - SHRA positions

SHRA employees separating, but remaining employed in other UNC Charlotte position(s)

- Complete and return this form to Human Resources, Records Management, King 222

SHRA employees separating from all UNC Charlotte position(s)

- Reference the [Notice of Separation, PIM 34](#) for additional guidance

SUPERVISOR (Please print)	
Name:	Date:
Dept/Office:	Phone Number: Email:

EMPLOYEE (Please print)	
Name:	UNC Charlotte ID Number:
Dept/Office:	Phone Number: Email:
Last day of work will be:	Are you requesting to use vacation leave prior to their last day of work (Yes/No)?

Check the reason the employee is separating from the SHRA position:

<input type="checkbox"/>	Better Employment	<input type="checkbox"/>	Family Reasons	<input type="checkbox"/>	Transfer to another NC State Agency
<input type="checkbox"/>	Education	<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Partner Relocation
<input type="checkbox"/>	Health/Medical	<input type="checkbox"/>	Military Service	<input type="checkbox"/>	Dissatisfied
<input type="checkbox"/>	Marriage	<input type="checkbox"/>	Personal Reasons	<input type="checkbox"/>	Other (write-in)