MARYLAND JUDICIARY

NOTICE OF SEPARATION OR TRANSFER

I. EMPLOYEE INFORMATION

Name of Employee: _____ Employee PIN: _____

Jurisdiction: { } District Court { } Circuit Court
{ } AOC/JIS { } COA/CSA/CRA

County: _____

Last Day Worked: _____ Last Day on Payroll: _____

II. REASON FOR SEPARATION OR TRANSFER

{ } Retirement

{ } Transfer to State Agency** _____
Agency Name

{ } Transfer within Judiciary _____
Location - DC/CC/AOC - County

{ } Resigned State Service

{ } Resigned without Proper Notice*

{ } Terminated

{ } Resigned in Lieu of Termination

{ } Approved Military Leave of Absence

{ } End of Temporary Assignment

{ } Annual Contract not Renewed

{ } Other: _____

*** For an employee to resign or transfer from the Judiciary in good standing, the resignation notice must be given at least two weeks prior to the last day of work.**

**** Failure to notify Human Resources of a State transfer could result in a break in service, delay in pay, loss of health benefit coverage and possible loss of accrued leave.**

III. SIGNATURES

_____ _____
Employee Signature **Date**

{ } Employee Refused to Sign
{ } Employee Left Before Signing

Letter of Resignation Attached { } YES { } NO

_____ _____
Supervisor Signature **Date**

Eligible for Rehire with the Judiciary { } YES { } NO
(Left in Good Standing / Provided Two Weeks Notice)

Return to:
Administrative Office of the Courts
Human Resources Department, Employment Services
580 Taylor Avenue, A-1
Annapolis, MD 21401

IV. RECEIVED/ASSIGNED (HR USE ONLY)

Date Received in HR: _____
To Recruitment Staff: _____
To Transactions Staff: _____
CC: Benefits Staff (if Retirement or Transfer)
CC: Employee Relations Manager (if Termination)

Termination with Prejudice { } YES { } NO