

**Treasury Documentation****Subject:** Departures**For:** EMPLOYEE HANDBOOK**Also See:** Civil Service Regulations

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**Departures**

An employee who intends to leave the Department of Treasury should give at least two weeks notice to his or her supervisor and contact the Office of Human Resources (HR) to receive departure forms. On the employee's last day, the supervisor must fill out *Employee Departure Checklist* (Form 3917) and obtain the employee's identification card. The supervisor submits 3917 and employee's ID card to HR for processing. HR will notify Department of Technology, Management and Budget (DTMB) to disable ID/access cards.

HR will complete and submit to DTMB form DIT-0161 NETWORK USER ID REQUEST to delete the employee's network access. The employee's supervisor is responsible for completing security *Departing Employee Security Access Rights Deletion Request* (Form 4304) and submitting it to Privacy and Security Division.

An employee with unused annual leave credits will receive payment for those credits in his or her final paycheck. The employee's separation date will be the last date worked. Annual leave cannot be used to extend the separation date. Eligible employees will be provided form CS-1499 APPLICATION FOR CONTINUATION OF INSURANCE BENEFITS.

**End**