

Office of Executive Resources Separation Packet Checklist

Please submit completed items to the Office of Executive Resources, no later than **January 19 2021**.

	FORMS/DOCUMENTS	Complete/ Attached
Human Resources	1. SF-52 (Sign, date and include forwarding address under Part E on page 2) 2. Resignation Letter 3. Leave Audit (Obtain either WebTA report or CD-527 from your timekeeper) 4. Lump Sum Leave Form (CD-529) (Obtain from timekeeper)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ethics	5. SF-278 Financial Disclosure Memorandum (included in package) 6. Post-employment Restrictions Memorandum (if applicable, included in package)	<input type="checkbox"/> <input type="checkbox"/>
Property and Assets	7. Separation Clearance Certificate (CD-126) (complete using Bureau CD-126 Contact List, included in package)	<input type="checkbox"/>
Optional	If you are electing to continue health benefits or have retirement deductions refunded: 8. Health Benefits Temporary Continuation of Coverage Election Form (included in package) 9. Application for Refund of Retirement Deductions (included in package)	<input type="checkbox"/> <input type="checkbox"/>
Employee Signature and Date		OER Representative Signature and Date