

## **UAM OPERATING PROCEDURE 410.2**

### **TERMINATION CLEARANCE FORM**

A terminating employee must complete a Termination Clearance Form and submit it to the UAM Human Resources Office. This includes all full-time faculty and staff. The immediate supervisor is responsible for informing the terminating employee of the need to complete the Termination Clearance Form. This dynamic form can be found on the UAM website and it is the responsibility of the employee to complete it.

*Revised: March 30, 2023*

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*June 1, 1986*