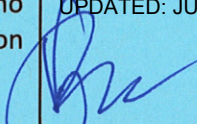


TITLE: EMPLOYEE SEPARATION CLEARANCE	POLICY NO: CDLO 203
PURPOSE: To be in compliance with the procedure for employees who are separating or leaving the Community Defense Liaison Office/Government of Guam Employment	UPDATED: JULY 2021 

PROCEDURE

1. Employees resigning will provide a written notice of resignation at least two (2) weeks prior to their last working day in order to allow a reasonable amount of time to arrange and transfer ongoing workloads.
2. Within the week of the employee's departure or the week following after the employee's separation, the Government of Guam Department of Administration Employee Separation Clearance Form should be obtained from the Executive Management Office (EMO) or alternate as directed.
3. The employee shall be responsible for the completion of and obtaining the clearances listed on the Government of Guam Department of Administration Employee Separation Clearance Form.
4. Retirement fund withdrawals are to be handled by the separating employee with the Government of Guam Retirement Office.
5. The employee is responsible for informing the Department of Administration (Human Resource, Payroll, and Treasurer of Guam) and the Government of Guam Retirement Fund Office, of the employee's forwarding address and contact numbers.