



Madison County HR

Because all people matter.

100 Northside Square, Suite 753
Huntsville, AL 35801
P: 256-532-3614 / F: 256-532-3322

Termination of Employment Form

Employee Name:

Employee Number:

Job Title:

Department:

Termination Details:

Type of Termination: — Voluntary — Involuntary — Seasonal Term Ended

Reason for Termination:

Effective Date of Termination:

Annual Leave Payout (if applicable):

Employee Statement:

Appeal Rights:

Full-time non-probationary employees have the right to appeal a termination of employment. The employee shall have three (3) working days from the action to file a written response. An appeal must be received in writing by the HR Director within ten (10) days of the termination date listed on the Termination of Employment form. For more information about appeal a termination of employment with Madison County, please see Appendix 8 in the Employee Handbook or contact the HR Office at 256-532-3614.

Employee Acknowledgment:

I hereby certify that I have had an opportunity to review this document and understand that I am to receive a copy. I am aware that my signature below does not necessarily mean I agree with the information contained herein. Further, I certify that this document was presented to me and explained. I have been advised to read the form thoroughly before signing.

Employee (signature):

Date:

Department Head (signature):

Date:

HR Director (signature):

Date:



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Departmental Out-Processing Form

Employee Name:

Employee Number:

Job Title:

Department:

Effective Date of Termination:

Inventory Checklist	Returned	Not Returned	Not Applicable
Employee Badge(s)			
Uniform(s)			
Parking Card			
Gas Card			
Cell Phone			
Computer/Laptop			
iPad/Tablet			
Vehicle			
Tools/Supplies			
Keys/Proxi Card(s)			
Other (describe):			

Out-Processing Steps

Employees should complete a two-step process as outlined below when leaving employment with Madison County.

1. Department out-processing is completed by the Department Head. This is typically a checklist review and return of Madison County property issues to you during your employment.
2. All employees should out-process with HR. The exit survey and benefit out-processing is completed virtually online at: <https://www.madisoncountyhr.org/employee-outprocessing>.

Employee Acknowledgment:

Separation Procedures: Prior to the employee's last day of employment, all issued County property is to be returned to the Department Head and accounted for in the inventory list above. Employees will be held monetarily responsible for unreturned property via payroll deduction from the employee's last paycheck.

Employee (signature):

Date:

Department Head (signature):

Date: