

Vanderburgh County Employment Changes

Council Initials:
Commission Initials:

Department: _____

Appointments:

Line Item	Name	Address	Position	Salary	Effective Date

Released:

Line Item	Name	Address	Position	Salary	Effective Date

Signed by: _____ Date: _____

The following must be filled out to process a final pay:

Last physical day worked: _____

Recap of accrued termination pay:

Total accrued vacation hours: _____

Total accrued sick hours: _____

Total accrued personal hours: _____

Total accrued compensatory hours: _____

Total hours: _____

Rate of pay: _____

Date position can be filled: _____

Total days position vacant: _____ **Reason for termination:** Resigned Retired Discharged