## BABCOCK UNIVERSITY HUMAN RESOURCES DEPARTMENT EMPLOYEE TEMPORARY DISENGAGEMENT FORM

Babcock University greatly appreciates all the valuable contributions you have made during the entire period of your employment. In order to ensure a smooth disengagement, you are required to obtain all the needed clearance as soon as possible.

		(Od N)	
(Surname) School/Division:		(Other Names) Department:	
Employment Status:		Position:	
Date Work Began:		Total Years of Service at BU	
Date Disengaged:		Phone No.:	
Are your on Education	al Sponsorship & Service Bond	1? Yes No	
Are you a Guarantor fo	or Educational Sponsorship & S	Service Bond? Yes N	0
PRE	VIOUS DEPARTMENTS SE	RVED (Attach List if necessar	r <b>y</b> )
Department	Position Occupied	Employment Status	Period
1)			
E	MPLOYEE'S PRESENT DE	PARTMENT CLEARANCE	
	Name of Supervisor	Signature	Date
Job Handover			
Keys & Password			
Office Properties			
HOD/HOU			
Remarks from Head of	Division:		
Remarks from fread of	GENERAL DEPARTM		
BUTH	Name of HOD/HOU	Signature	Date
Estate Unit			
Security Services			
Library			
ICT			
I.D. Card			
Bursary ICT Unit			
Payroll			
Bursary (Including Banks)			
HR			
Employee's Signature:		Date:	