



Updated 21 August 2007

Personnel SSD Pay Office

P9



CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA

RESIGNATION NOTIFICATION

Employee Name GERARD VINCENT BYRNES
 School the primary school
 Suburb/Town TOOWOOMBA QLD 4350

Resignation Date (the last day of work): 27 June 2008
 (Date of Ceasing Duty)

- Was four (4) weeks notice of intention to resign given to the Principal/Assistant Director? Yes No
- If no, what period of notice was given by the above named employee? _____
- Reason for resignation RETIREMENT
- Are you commencing employment with another Catholic Diocese? Yes No

If yes, please provide name of Diocese: _____

If no, please provide name of new Employer: _____

FORWARDING ADDRESS/ CONTACT:
 (For Payment Summaries at the end of Financial year and other correspondence) **REDACTED**
TOOWOOMBA QLD 4350

LONG SERVICE LEAVE

- Do you wish to request portability of LSL? Yes No
(*NB* Portability may only be requested if you are transferring to another Catholic Diocese)
- Do you wish to request payout of LSL? Yes No
(*NB* Unless you are transferring to another Catholic Diocese and have requested Portability of your LSL, your LSL entitlement will be paid to you on resignation if you have completed seven (7) years continuous service.)

SICK LEAVE Portability

- Do you wish to request portability of Sick Leave Yes No
(*NB* Portability may only be requested if you are transferring to another Catholic Diocese)

A Statement of Service will automatically be sent to you after your resignation date

Signed G V Byrnes Date 09.07.08
 (Employee)
 Signed _____ Date _____
 (Principal/Assistant Director)

Form to be completed for **ALL STAFF RESIGNATIONS**. Letter of Resignation **MUST** be attached.
 Please return form to Pay Office, Catholic Education Office.

OFFICE USE ONLY

Date received by Pay Office _____

Pay Run No. _____	Eligible Sick _____	Eligible _____
SOS Issued: _____	Calculated _____	Calculated _____
Pay Officer _____	Advise new Employer _____	Advise New Employer _____
	Employer _____	Payout _____