

SECTION 806.14

Separation Notice

Terminated employees will be provided a DOL 800, as required by Georgia law, within a reasonable time following their separation. Departments should advise Human Resources of pending terminations to provide adequate time for preparation of this document and other items required in the severance process.

Employees abandoning their positions, walking off the job, will have their separation notices mailed as soon as practicable following confirmation of termination.