



WAYNE COUNTY AIRPORT AUTHORITY SEPARATION FORM

AIRPORT OPERATIONS / SECURITY MUST BE NOTIFIED WITHIN 72 HOURS AFTER AN EMPLOYEE HAS BEEN SEPARATED FROM YOUR COMPANY, 8 HOURS IF THE BADGE WAS NOT RETRIEVED, AND IMMEDIATELY FOR EMPLOYEES TERMINATED FOR CAUSE.

COMPANY NAME: _____

The employee identified below is no longer working for our company at Willow Run Airport.

NAME: _____
LAST FIRST MIDDLE

BADGE NUMBER: _____ DATE OF SEPARATION/ STATUS CHANGE: _____

REASON: (check one)

- Resignation
- Termination for cause
- Transfer
- Change of Status
- Retirement
- Contract Completed
- Lay-Off
- Leave of Absence
- Medical Leave
- Separation for non-cause issue (Attendance, Failed Training, etc.)
- Other _____



RETRIEVAL OF ID BADGE: (check one)

- This individual's Airport Identification Badge is attached to this form, in accordance with Airport badging requirements and procedures.
- Upon separation, this individual did not turn in their Airport Identification Badge.

If the Badge is not being returned at this time, please document in the space below what efforts have been made on the part of your company to retrieve the Badge? (i.e.: Contacted by phone, sent a letter, etc.)

The Airport will attempt to retrieve the ID by sending a letter to the individual. Please provide last known address:

_____ Address City State Zip Code

ALL BADGES ISSUED TO YOUR EMPLOYEES MUST BE ACCOUNTED FOR. FAILURE TO NOTIFY THE AIRPORT ABOUT ANY ID BADGE THAT YOU CAN NO LONGER ACCOUNT FOR IS A VIOLATION OF THE AIRPORT SECURITY PLAN AND MAY RESULT IN ADMINISTRATIVE SANCTIONS AND/OR CIVIL PENALTIES. YOUR COMPANY MAY BE CHARGED A FEE IF THEY FAIL TO RETRIEVE AND RETURN THE ID BADGE TO OPERATIONS/SECURITY.

Submitted By: _____ Title: _____ Date: _____

AIRPORT USE ONLY:			
Received By: _____	DATE ID RET'D _____		
PIN # _____	CARD # _____		
LETTER SENT: Y/N _____	DATE SENT _____	ENTERED BY: _____	SCANNED BY: _____