

EMPLOYEE TO BE PAID OFF

26

Name..... Grade.....

Numeral..... Depot.....

Reason for.....
leaving service.....

Leaving service on
...../...../19.....

Has complete outfit been returned?.....
If not, state items not returned.....
.....
.....

Has change money been returned?.....
Has pass no.....been returned ?.....

Is a charge to be made for unexpired portion of car drivers' licence?.....
If so, state amount £ / / Was amount collected at Depot?.....

Deficiencies to be charged	W/Ending...../...../19.....	W/Ending...../...../19.....
	£ / /	£ / /

*To be paid one week in lieu of notice.
Not to be

*Strike out words which are inappropriate.

.....
Officer in Charge.
/ /19

Designation.....

For Head Office Use Only

Holidays due.....

Accumulated Sick
Leave due.....

Group Certificate
Issued.....

Noted on Pay Roll.....

Noted on Record Card.....

**Items to be Collected or Charged for
by Paying Cashier**

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..... Senr. Wages Clerk.

Finalized by.....
..... Paying Cashier.