

	Agency Name		Office of Family Support (OFS)		
	Chapter No./Name		06 - Personnel Manual		
	Part No./Name		Y. Forms and Forms Instructions		
	Section No./Name		Y-600 Miscellaneous Forms and Forms Instructions		
	Document No./Name		LDOL 77 Frm and Ins Separation Notice Alleging Disqualification (LDOL 77)		
	Dates	Issue	August 1, 2005	Effective	August 1, 2005

STOCKED: The current version of the form and detailed instructions are available on the Louisiana Department of Labor's Website at <http://domino.ldol.state.la.us/es77online.nsf/es77online?OpenForm>

UNIT OF ISSUE: N/A

➤ PURPOSE

To advise the Department of Labor's Office of Employment Security of an employee's termination of state employment.

➤ PREPARATION

Manager completes form within 72 hours of separation.

If the employee is resigning to escape disciplinary action, Code 10 should be checked and "Resigning to escape Disciplinary Action" indicated below. Conditions related to the resignation must be indicated, i.e. work performance, etc.

NOTE: Separation reason should agree with SF 14 completed by employee.

➤ DISPOSITION

Submit original directly to the La. Department of Labor at address shown on the bottom of the form.

Give a copy to employee along with a copy of "Instructions to the Worker" within 72 hours of separation.

Submit copy to the OFS Human Resources Section with termination form EAU

Send photocopy to the address shown below:

Employers Unity, Inc.
PO Box 749000
Arvada, CO 80006-9000