



3217 Terminal Drive
Santa Maria, CA 93455
Phone: (805) 922-1726

SANTA MARIA AIRPORT EMPLOYMENT SEPARATION FORM

THE AIRPORT MUST BE NOTIFIED WITHIN 24 HOURS AFTER AN EMPLOYEE HAS BEEN SEPARATED FROM YOUR COMPANY AND IMMEDIATELY FOR EMPLOYEES TERMINATED FOR CAUSE.

COMPANY NAME: _____
The employee identified below is no longer working for our company at the Santa Maria Airport.

NAME: _____
LAST FIRST MIDDLE

BADGE NUMBER: _____

DATE OF SEPARATION/STATUS CHANGE: _____

REASON: (Check One)

- Resignation
- Transfer
- Retirement
- Lay Off
- Medical Leave
- Other _____
- Termination for Cause
- Change of Status
- Construction Completed
- Leave of Absence
- Separation for Non-Cause Issue (Attendance, Failed Training, Etc.)

**ATTACH
BADGE HERE**

**TAPE AT TOP
AND BOTTOM**

(DO NOT STAPLE)

RETRIEVAL OF ID CARD: (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 return their Airport Identification Badge.
- Upon separation, this individual had not been issued an 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 PROGRAM 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 SECURITY.

Submitted By: _____ Title: _____

Date: _____

AIRPORT USE ONLY

Received by: _____ Date ID Retrieved: _____

Pin #: _____ Card #: _____

LETTER SENT: Y/N _____ DATE SENT _____ ENTERED BY: _____