

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

April 9, 1979

PERSONNEL MEMORANDUM 9-79

TO: All Departmental Personnel Officers/Payroll Clerks  
SUBJECT: Approval of Turnaround Forms for Separations and  
Leave Balances

The following procedure will be utilized for separations and leave balances on Turnaround Forms.

Beginning immediately proceed as follows:

1. Approval of Turnaround Forms for Separations

- (a) Forward Personnel copy and agency copy, normally retained in agency personnel files, to the Department of Personnel.
- (b) Forward data entry copy to Retirement.
- (c) Forward Controller's copy with applicable payroll.
- (d) Retain pink agency copy.

Perform (a-d) simultaneously at the time the separation occurs.

2. Leave Balances Card 4, on Turnaround Form

- (a) Until you are notified otherwise, you are not required to complete the data on card 4 of the Turnaround Form.

If you have any questions, please contact Jeannie Johnson.  
Thank you for your cooperation.

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS