**Oregon Employees:**

Separation Packet

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# Separation Packet

**Employee termination packets generally consist of required federal and state documents as well as those that are company or industry specific.**

**1. State Required Forms**:

* [Unemployment Insurance Brochure](http://www.oregon.gov/EMPLOY/UI/docs/ui_forms/uipub_350-e.pdf)

**2. Recommended Forms:**

* Exit Interview (Voluntary resignations only)
* Employee Separation Checklist
* Final Pay Acknowledgement
* Separation Letter
* Change of Address
* Other Company Specific Forms

**3. State Final Pay Regulations:**

* For an involuntary discharge by the company, the employer must pay the wages due no later than the end of the first business day after the discharge or termination.
* For a voluntary resignation, when the employee resigns and gives a 48 hours’ or more notice, wages are due on the employee’s last working day. If employees quit without giving at least 48 hours’ notice, wages are due in five days or on the next payday, whichever occurs first.
* An employer is required to pay accrued vacation to an employee upon separation from employment if its policy or contract requires it.

**4. Federal COBRA:**

* COBRA requires group health plans sponsored by covered employers to allow qualified beneficiaries to have "COBRA continuation coverage" in the event that they lose group health plan coverage for specified reasons. COBRA applies only to employers who had 20 or more employees on more than 50 percent of typical business days during the prior calendar year.
* Please contact your COBRA administrator to inform them of the termination so they are able to send the employee the required paperwork. If your company is the one who administers COBRA, you can find the [Cobra Model Election Notice](http://www.dol.gov/ebsa/cobra.html) here.
  + This Notice does not have to be delivered to the employee on the final work day.  However, timing and proof of delivery are very important under this law.  The employer must notify the carrier within 30 days of the employee’s loss of coverage. Then the COBRA or plan administrator must send the employee (and covered dependents) the Election Notice within 14 days.

**5. State COBRA Law:**