



Notice of Removal or Separation for Disability (Not OWCP)

Purpose: Part I of this form must be completed by Labor Relations (LR) when an employee is issued a notice of removal or separation for disability. This form should not be used to process a separation for disability that has been approved by Headquarters' Injury Compensation. LR must complete Part II when (1) the timeframe for filing an appeal has expired and no appeal has been filed or (2) a decision has been rendered by an administrative authority.

Part I

Employee Name (Last, first, MI)	Employee EIN	Employing Office Finance Number
Employing Office Name	Employing Office Address (Number, street, suite, etc.)	
City	State	ZIP+4®

Effective _____ **this employee was issued a notice of removal or separation for disability.** LR must file a completed copy of Part I on the left-hand side of the employee's Official Personnel Folder. When the notice involves a removal, LR must provide a completed copy of Part I to:

- District Finance manager: For information purposes only.
- Eagan Accounting Service Center: Places employee in suspended status.
PAYROLL SERVICES ASC
2825 LONE OAK PARKWAY
EAGAN MN 55121-9630
- Local Services at the District Office: Provides a copy of Part I to the Human Resources Shares Services Center (HRSSC).

Signature of Labor Relations Official	Title	Date (MM/DD/YYYY)
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Part II

The following disposition was made concerning this case (check one and complete):

- Decision to return the employee to duty was made on _____ with an effective date of _____.
- Appeal rights not exercised. Employee's removal or separation for disability action must be processed with an effective date of _____.
- Removal action was upheld on _____ with an effective date of _____.
- Separation for disability action was upheld on _____.
- PS Form 6075 is cancelled. Reason: _____.

If the employee is returned to duty, LR must provide a copy of Part II:

For a removal action, to:

- District Finance Manager: Timekeeper resumes entering work or leave hours into TACS.
- Eagan Accounting Services Center: Reverses employee's suspended status.
- Local Services at the District Office: Provides a copy of Part II to the HRSSC for information purposes only.

For a separation for disability action to:

- Local Services at the District Office: For information purposes only.

If the removal or separation for disability action is upheld, LR must provide a copy of Part II to:

- District Finance Manager: For information purposes only.
- Local Services at the District Office: Provides a copy of Part II to the HRSSC so a PS Form 50 separating the employee from the rolls can be processed.

Signature of Labor Relations Official	Title	Date (MM/DD/YYYY)
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