

SEPARATION TRANSACTIONS

TRANSACTION CODE	DESCRIPTION	PAM PAGE
RESIGNATIONS		
S01	Voluntary from any appointment. Also includes voluntary resignation while on Leave of Absence and separation of permanent intermittent who did not report to work after being requested to report three times or was on non-pay statuses for one-year.	3.204
S02	* Layoff situation or in lieu of involuntary transfer	3.206
S03	* In lieu of military leave	3.208
S04	* Failure to meet conditions of employment.	3.210
S05	<ol style="list-style-type: none"> 1. For employee moving too, from or between exempt positions when lump sum vacation is to be paid. 2. For current PERS member moving to an exempt position covered under a different retirement system. 3. For employee being appointed by legislature (House or Legislative Committee.) 4. For employee accepting CSU exempt employment. 5. Do not use for employees accepting employment with California Conservation Corps. 	3.12
S20	** Voluntary under unfavorable circumstances – pursuant to a stipulated agreement resulting from an appeal process. This code should be used only in those cases where the employee entered into a stipulated agreement (approved by the State Personnel Board) with the appointing power to voluntarily resign “with fault”.	3.214
S21	** AWOL – Automatic resignation as a result of an absence without approved for 5 consecutive working days.	3.216
TERMINATION WITHOUT FAULT		

S30	Layoff Situation Reduction in force TAU, LT, R/A, or any temporary employee * For separation of Civil Service employee only. ** For actions occurring after 02/02/89.	3.218
S31	1 – No layoff situation. - Includes termination of TAU, LT, Emergency, Exempt and Retired Annuitant appointments, or for CEA who does not wish to exercise right of return. *** 2 – Termination from immediate pay appointment	3.220 3.221

RESIGNATIONS

S32	Medical reasons	3.222
S33	* Displacement - When an employee is separated because another employee exercised his/her right of return, or for a CEA who doesn't wish to exercise right of return. * For Civil service employees only. *** Formerly "One document method" Appointment.	3.224

TERMINATION WITH FAULT (No layoff situation)

S40	Includes termination of TAU, LT, Emergency, CEA, Exempt and Retired Annuitant appointment.	3.226
S41	Dismissal (Cannot be rehired without SPB approval)	3.228

LEAVE OF ABSENCE

S49	Non-Industrial Disability Insurance Leave	3.230
S50	Regular or State Disability Insurance Leave	3.232
S51	Military – Short term 0-6 months (use this transaction when paying makeup pay, even if leave is over 6 months)	3.234
S52	Long term Military Leave (6 MONTHS – 4 YEARS)	3.236
S53	Military Emergency (NO LIMITATION)	3.238
S54	TEMPORARY – 30 days or less under DPA (CalHR) regulation 599.781 (only when effective immediately after S49 transaction.	3.240

S55	* Special – Technical Cooperation Program, Peace Corps, VISTA (Per 19991.2); Veterans Education (Per GC19991.2); Civilian War Work, U.S. Merchant Marine, Full Time Duty with American Red Cross, Military Substitution Service (Per G.C. 19991.8)	3.242
TEMPORARILY OFF PAYROLL		
S56	* Special – Job Injury or Illness (When no TD or IDL available)	2.244
S57	1 – Pending Investigation of Injury or Illness 2 – Involuntary Leave Pending Disability Retirement * For Separation of Civil Service employee only	2.246
RETIREMENT		
S70	Service or Compulsory	3.248
S71	Disability	3.250
OTHER		
S80	* Termination – Illegal appointment (Per G.C. 19257 or G.C. 19257.5 - Initiated by Personnel Operations only.) Permanent separation no right of return without SPB approval	3.252
S85	* Adverse Suspension Temporary separation w/mandatory right of return (bob); return on A03	3.254
S90	* Rejection During Probationary Period (Permanent separation if no probation previously completed w/out a break in service)	3.256
S95	Death	3.258
S99	Cancellation of Appointment	3.260