Separations

A KCTCS Bluegrass District Separation form must be completed by the *supervising official* and submitted to the BCTC Human Resources department at the time of separation. The ITS Employee Separation form should be submitted to ITS a minimum of *two weeks* prior to the anticipated separation date (special circumstances may be expedited). This form can be found at the following web address:

http://www.bluegrass.kctcs.edu/its/forms/