DOUBLE INCUMBENCY DUE TO PENDING

SEPARATION OR RETIREMENT

NOTIFICATION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This form shall be used to report double incumbencies when two employees concurrently have “ownership” of the same position. Such incumbencies are granted for a limited period to allow for training prior to retirement or separation. This form is not intended for double incumbencies created by SCS Rule 23.12 (Detail to Special Duty).  **Agencies are not required to report double incumbencies due to pending separation or retirement lasting less than 30 days. Any such incumbency that extends beyond 30 days shall be formally reported to State Civil Service via this form within 30 days of the action’s effective date.** | | | | | | | | | | | | | |
| **Agency Name** | |  | | | | | | | | **Personnel Area Number** | |  | |
| **Incumbent Pending Separation** | | | | **Position #** | | | | | **Job Title** | | | | |
|  | | |  |  | | |  | |  | | | | |
|  | | |  | | | | | | | | | | |
| **New Incumbent Name** | | | **Reason for Double Incumbency:** | | | | | | | | | | |
|  | | | **Retirement  Separation** | | | | | | | | | | |
|  | | | | |  | | |  | | | | | |
| **Double Incumbency Beginning Date** | | | | |  | | | **Double Incumbency Ending Date** | | | | | |
|  | | | | |  | | |  | | | | | |
| **AGENCY APPROVAL** | | | | | | | | | | | | | |
| **Signature of Appointing Authority or Designee** | | | | | | | | | | | | | **Date** |
|  | | | | | | | | | | | | |
| **Name and Title of Person Signing This Document** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **HUMAN RESOURCES CONTACT INFORMATION** | | | | | | | | | | | | | |
| **NAME** |  | | | | | | | | | | | | |
| **EMAIL** |  | | | | | **TELEPHONE NUMBER** | | | | |  | | |
| **Please submit this form to your SCS Agency Relationship Manager via email, mail or fax.**  Department of State Civil Service  P.O. Box 94111, Capitol Station  Baton Rouge, LA 70804-9111  **Fax #: 225-342-6074** | | | | | | | | | | | | | |