



OCEAN CITY BEACH PATROL

NOTIFICATION of LAST DAY of Full-Time Work



I. FULL NAME _____ CREW NO. _____
PLEASE PRINT

LAST FULL DAY OF WORK (5:30pm) _____, 2013
DAY OF WEEK MONTH & DAY

WAS THIS DATE OF DEPARTURE INDICATED ON THE ORIGINAL CONTRACT YOU SIGNED WITH THE BEACH PATROL? YES NO IF NOT, PLEASE EXPLAIN
This date should not vary from the date you indicated when you completed your employment agreement. If it does it may affect your eligibility for employment or promotions in the future (Full Documentation Required)

DATE and TIME WHEN TURNING IN EQUIPMENT ___/___/2013 ___:___ DATE WHEN LEAVING OCEAN CITY ___/___/2013

TRAVEL PLANS _____

IS YOUR EXITING RELATED TO SCHOOL? YES NO
(IF YES, COMPLETE SECTION II - IF NO, COMPLETE SECTION III)

II. NAME OF INSTITUTION _____
PLEASE PROVIDE THE BEACH PATROL WITH OFFICIAL VERIFICATION FROM YOUR SCHOOL SUPPORTING YOUR NEED TO RETURN AT THIS TIME. (ie. SCHOOL GENERATED SCHEDULE OF CLASSES, LETTER FROM ADMINISTRATION OFFICES, COPY OF YOUR SCHEDULE)

REGISTRATION DATE _____

FIRST FULL DAY OF CLASSES/ORIENTATION _____

III. WILL YOU BE RETURNING FOR OCBP WORK ANYTIME BEFORE September 22, 2013?
(Please ✓ one box)

- YES - PLEASE LEAVE ME ON THE PAYROLL (Indicate dates available in box below)
- NO - PLEASE REMOVE ME FROM THE PAYROLL (I am choosing **not** to work anymore this season)

July 13						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LIST ALL DAYS YOU WILL WORK HERE:

August 13						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ARE YOU RETURNING FOR LABOR DAY WEEKEND? YES NO
Please ✓ ALL APPROPRIATE DAYS FRIDAY SATURDAY SUNDAY MONDAY

September 13						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DO YOUR CURRENT PLANS INCLUDE RETURNING TO THE BEACH PATROL FOR THE SUMMER OF 2014? YES NO
(BREAKING YOUR CONTRACT MAY JEOPARDIZE THOSE PLANS)

SIGNATURE _____ DATE ___/___/ 2013

DO NOT MARK IN SHADED BOX

CREW CHIEF _____	DATE ___/___/2013	SERGEANT _____	DATE ___/___/2013
LAST DAY OF WORK AS INDICATED ON CONTRACT _____/_____/2013			
LIEUTENANT _____	CAPTAIN _____		