DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

WILLOW RUN - YIP AIRPORT - WCAA SEPARATION FORM

YIP

COMPANY NAME: _____

The employee identified below no longer works, or no longer requires reoccurring access, for our company at Willow Run Airport.

NAME: _____
LAST FIRST MIDDLE

BADGE NUMBER: _____ **DATE OF SEPARATION OR STATUS CHANGE:** _____

REASON: (check one)

- ☐ Resignation
- ☐ Transfer
- ☐ Retirement
- ☐ Lay-off
- ☐ Termination for Cause (Security/Safety Issue)
- ☐ Change of status
- ☐ Construction completed
- ☐ Separation for non-cause issue (Attendance, failed training, NCNS, etc.)
- ☐ Medical or leave of absence
- ☐ Other _____

RETRIEVAL OF ID BADGE: (check one)

- ☐ This individual's Airport Identification Badge is attached to this form, in accordance with Airport Security requirements and procedures.
- ☐ Upon separation, the individual did not turn in their Airport Identification Badge and immediate notification to Security was made.

ATTACH BADGE HERE

TAPE AT TOP AND BOTTOM

(DO NOT STAPLE)

I understand that all badges issued to employees of my company must be accounted for. Failure to notify the Airport about any Airport ID Badge that can no longer be accounted for is a violation of the Airport Security Program and may result in administrative sanctions and/or civil penalties. I understand that my company may be charged a fee if they fail to retrieve and return the ID badge to Airport Security.

Submitted By: _____ Title: _____ Date: _____

AIRPORT USE ONLY

Received by: _____ Entered by: _____ Date ID returned: _____

Dual: Y / N Authorized Signer: Y / N Scanned by: _____

Airport Security
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