

# Request for Certificate(s) for Separating Employees

## 1. Certificates Available:

Office of the Governor (*issued at the discretion of the sitting Governor*):

<u>Award/Certificate</u>	<u>Base Criteria</u>
The Order of the Long Leaf Pine	- 30 years total state service
The Old North State Award	- 20 years total state service

Office of the Commissioner of Labor (*issued to any employee in good standing*)

<u>Award/Certificate</u>	<u>Base Criteria</u>
NCDOL Certificate of Appreciation	- any service to NCDOL in good standing

## 2. Required Information:

- for Governor's Office Awards \* (60 days to process) ~ for NCDOL Award # (2 weeks to process)

\*#A. Name of Recipient as to appear on certificate: \_\_\_\_\_

Title: \_\_\_\_\_

\*#B. Date certificate needed for presentation: \_\_\_\_\_

\*#C. Retirement date to appear on certificate: \_\_\_\_\_

\*#D. Dates of Service to the State: \_\_\_\_\_  
(attach documentation from HR verifying this information)

\*#E. Dates of Service to NCDOL: \_\_\_\_\_  
(attach documentation from HR verifying this information)

\*#F. Total years of Service to the State: \_\_\_\_\_  
(attach documentation from HR verifying this information)

\*#G. Budget code to bill framing costs to: \_\_\_\_\_

\*#H. Bureau/Division: \_\_\_\_\_

\* I. A brief biography of the recipient. (*may be submitted as an attachment*)

## 3. Framing (*coordinated by the Office of the Chief of Staff*)

- Governor's Office Presentations:	all framed by NCDOL Publications
- NCDOL Presentations:	
1 to 4 yrs., 11 mos of service	stock certificate holder
5 to 9 yrs., 11 mos. of service	black, padded, DOL logo holder
10 years and over of service	matted frame

## 4. Costs

Any costs associated with framing these certificates will be billed to the recipient's bureau. Please make sure you include a billing code.

## 5. Submission of Request

All requests are to be submitted to the Office of the Chief of Staff:  
c/o Skyler Allen, skyler.allen@labor.nc.gov (919) 707-7706