



TERMINATION: STATUS CHANGE FORM

NAME	POSITION & DEPARTMENT	
LAST DAY WORKED	TERMINATION DATE	DATE OF HIRE

In addition to checking reason for termination, give a full explanation in space below. For example, if the termination is for "another job", indicate company name, starting date, and if they are leaving the area. If employee does not give notice of voluntary termination, note when and how it was determined he/she was terminated and give any other relevant information

REASON FOR TERMINATION

VOLUNTARY

- Without notice or reason
- Another Job
- Relocation
- Illness
- Marriage
- Working Conditions
- Work Schedule
- Enlisted in Armed Forces
- Problem with Supervisor
- Problem with Co-worker
- Personal Problem
- Return to School
- Retirement
- Refused Suitable Work
- LOA - Did not Return
- Pay
- Other _____

INVOLUNTARY

- Absenteeism
- Insubordination
- Violation of Rules
- Lack of Work
- Intoxicated
- Tardiness
- Unsatisfactory Performance
- Refusal to Follow Instruction
- Job Eliminated or Changed
- Involuntary Retirement
- Other _____

Employee's statement of reason for resignation _____

Is employee eligible for rehire? _____ YES _____ No

If not eligible or only under certain conditions, explain: _____

Properties or money owed to company to be taken out of final check? _____

Is employee eligible for PTO payout? _____ YES _____ No

DEPARTMENT HEAD NAME & SIGNATURE _____

DATE _____