



Employment Separation Notice

Employee's Name: _____ Employee Number _____
Last Name First Name

Department Number _____ Department Name _____ Job Title _____

Hire Date _____ Last Date Worked _____ Separation Date _____ Pay Rate _____

Supervisor Name _____ Supervisor Extension _____ Full Time On Call/Per Diem
Part Time Temporary

Reduction in Force/Layoffs (If replacement required, see Discharge Section)

- L04 Department Closure (7640)
- L05 Position Eliminated. If New Position Offered (Use Resignation-Refused Transfer) (7620)
- L08 Loss of Contract (7620)
- L11 Contract Ended (8700)
- L12 RIF/Early Retirement (1060)
- L13 RIF - Other (7600): _____

Other

- L07 Deceased - Date of Death (8500) _____
- Q01 Illness/Injury (1902)
- L02 Temporary Assignment

Discharge

- D01 Excessive Absenteeism (4000)
- D03 Leaving Job Without Authorization (3900)
- D05 Unavailable for Work (8600)
- D06 Excessive Tardiness (3700)
- D10 Removal of Company Property (5300)
- D11 Possession of Others Property Without Authorization (4800)
- D12 Under Influence of - Intoxication on Job (3300)
- D13 Possession of Intoxicants (4880)
- D14 Failed Substance Abuse Screening (4860)
- D17 Falsification of Records (5811)
- D19 Insubordination (Explain) (4900)
- D23 Fighting on Company Property (4300)
- D25 Improper Conduct (Explain) (5700)
- D26 Sleeping on the Job (5000)
- D27 Personal Use of Company Property (4500)
- D29 Conflict of Interest / Agreement (Explain) (5110)
- D30 Violation of Safety Rules (Explain) (5400)
- D31 Other Violation of Company Policy or Rule (Explain) (4800)
- D32 Destruction of Company Property (4600)

- D38 Unsatisfactory Work Performance (5100)
- D40 Discharge Other (Explain) (5200)
- D44 Misconduct (Explain) (5110)

Resignation - Check appropriate reason for - Resignation.

- Q02 Family Illness (Explain) (1901)
- Q03 Death in Family (1600)
- Q04 To Get Married (1610)
- Q05 Personal (1600)
- Q06 Child Care Problem (Explain) (1800)
- Q07 Did Not Return from LOA (0800)
- Q09 Maternity Reasons (2000)
- Q10 Transportation Problem - Did Employee Attempt to Resolve? (1700)
- Q11 Relocate - Leaving Area (1500)
- Q12 Relocate - Spouse Transfer (1510)
- Q16 Attend School (2500)
- Q17 Going into Own Business (1410)
- Q18 Accept New Job (Explain) (1400)
- Q20 Job Dissatisfaction - Pay (2120)
- Q21 Job Dissatisfaction - Hours (2110)
- Q24 Job Dissatisfaction (Explain) (2100)
- Q29 Refused Transfer (0930)
- Q32 Retirement (1000)
- Q36 Quit Reporting to Work / Job Abandonment (0100)
- Q40 No Record of Reason Given (0300)
- Q41 Resignation requested by management/ Supervisor (0430)
- Q42 Other Resignation (0400) _____
- Q46 Accepted New Job - BMC (1400)
- Q47 Accepted New Job - UHC (1400)
- Q48 Accepted New Job - UMC (1400)
- Q49 Accepted New Job - UCH (1400)
- Q50 Accepted New Job - UEC (1400)
- Q51 Accepted New Job - UHS (1400)
- Q52 Accepted New Job - LLU (1400)
- Q55 Accepted New Job - Murrieta
- Q56 Accepted New Job - LLUAHSC

Name of person now responsible for supervision of subordinates: _____

Detail / Explanation:

Name of Immediate Supervisor

Date

HRM Representative Signature

Date