

WFF Facility Services

EMPLOYEE SEPARATION NOTICE

EMPLOYEE INFORMATION:

PLEASE E-MAIL OR FAX IMMEDIATELY

TO:

mfancher@cleantechcompany.com

Fax: 314-531-3615

Last Name:	First Name:	Social Security #:
Start Date:	Last Day Worked:	FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/>
	Date Separated:	Account #
Rate of Pay:	Job Title:	Account Name:

REASON FOR SEPARATION:

<u>Voluntary Quit</u>	<u>Discharge – Attach previous disciplinary actions.</u>
<input type="checkbox"/> Resignation Signed	
<input type="checkbox"/> [100] Other Employment	<input type="checkbox"/> [300] Excessive Absenteeism – Include Attendance Record & reason for last absence in Explanation below.
<input type="checkbox"/> [101] Home Responsibilities	<input type="checkbox"/> [301] Excessive Tardiness – Include Attendance Record & reason for last tardy in Explanation below.
<input type="checkbox"/> [102] Moving	<input type="checkbox"/> [302] Failed Probation – How many days did this person work?
<input type="checkbox"/> [103] Retirement	MISCONDUCT: MUST BE EXPLAINED BELOW
<input type="checkbox"/> [104] Health	<input type="checkbox"/> [303] Violation of Policies/Procedures (Explain below)
<input type="checkbox"/> [105] To Attend School	Violation Rule # must be included in explanation. Include copy of violated policy and employee signature.
<input type="checkbox"/> [106] Dissatisfaction with Job	<input type="checkbox"/> [304] Refusal to Follow Instructions (Explain below) Include copy of work rules and employee signature.
<input type="checkbox"/> [107] Other (Explain below)	<input type="checkbox"/> [305] Insubordination (Explain below)
<input type="checkbox"/> [108] Job Abandonment (Includes No Call/No Show)	<input type="checkbox"/> [306] Other (Explain below)

Did employee attempt to return to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No When? _____
Is employee eligible for Re-Hire?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EXPLANATION : (Click on the line inside the box below and begin typing. (2000 character limit)

Completed by:	Date:
Name:	Position: