

# TERMINATION FORM

NAME:

ID#:

**FT**

**PTP**

**PTS**

JOB TITLE:

LAST DAY WORKED:

REASON FOR TERMINATION:

**\*If Dismissal is selected, please see important note below.**

COMMENTS:

ELIGIBLE FOR REHIRE:    YES                      NO

- Per policy, Paid Time Off may not be substituted for the last day (see EIG-under Employee Resignations section).
- If the last day worked submitted is incorrect, it may affect the employee's insurance.
- Please note that a holiday cannot be an employee's last day worked. The following are observed holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- If your FT employee is staying on in a PT capacity, either short term or long term, please contact Erica Loring (erica.loring@moody.edu) as this will impact their benefits. Depending on the duration, a job requisition may need to be submitted.
- **\*Important:** Please be reminded that any employee issue that may require disciplinary action must be reported to HR before disciplinary procedures begin. If the reason of "Dismissal" is selected on the form, it implies that the issue was handled in partnership with HR. Also, if there is a dismissal, please send any supporting documentation to the Director of Employment Services.

Please email completed form, with resignation letter if any, to karla.olson@moody.edu