

# Employee Termination Guide



<b>Term. Code</b>	<b>Term. Reason</b>	<b>When to use:</b>
15	Absenteeism	When an employee is being terminated due to frequent absenteeism.
1	Another Job	Employee resigned to take a position elsewhere.
36	Child Care	Employee resigned because they do not have childcare.
33	Deceased	Employee passed away
6	Dissatisfaction with Wages	Employee resigned because they were unhappy with their pay rate.
29	Dissatisfaction with Work	Employee resigned because they were unhappy with their job duties.
13	Failure to Report	Employee has failed to report to 2 or more scheduled shifts in a row.
21	Insubordination	Employee was terminated due to failure to comply with company policies.

Term. Code	Term. Reason	When to use:
3	Medical Reasons	When an employee resigns due to medical reasons. Note: MUST be discussed with HR prior to terminating.
35	No Return from Leave	Employee has not returned from a leave of absence for 90 days or more. GM should contact employee prior to terminating to determine intent to return to work.
7	Personal Reasons	Employee is resigning due to personal issues. Termination is on good terms.
QU	Quit	Do not use! This does not provide any insight into an employee's departure.
27	Resigned w/o Notice	Employee stated they were resigning but did not provide 2 weeks notice. This is NOT to be used for a NCNS - see term. code 13.
23	Violation of Policies	Employee is terminated due to violating a company policy. Must have documentation supporting incident on file.
14	Termed/ Confirmed via No Show	Employee was hired on McHire but did not attend orientation. Only available if an employee has not yet punched in for a shift.