



# TERMINATION REPORT AND CHECKLIST

Please complete all items on this report. Please send completed report to HR@MissionYogurt.com ASAP.

\*\*\*THE TEAM MEMBER ACTION LOG FILE MUST BE TURNED IN WITH THIS PAGE

## SECTION A: TEAM MEMBER INFORMATION

Employee Name: \_\_\_\_\_

Type of Termination: \_\_\_\_\_

Manager Filing Report: \_\_\_\_\_

Last Day of Paid Work: \_\_\_\_\_

Store: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## SECTION B: NON-VOLUNTARY TERMINATION \*Must be filled out for check to be issued\*

### Reason For Termination: (Check All That Apply)

- Time and/or Attendance Issues
- Failure to Meet Job Requirements/Standards
- Refusal to Follow Directions/Insubordination
- Violation of Company Policies/Code of Conduct
- Violation of Health and/or Safety Rules
- Rude and Offensive Behavior
- Discrimination and/or Harassment
- Theft
- Other (Must Specify Below)

### Detailed Explanation of Termination:

\*\*PAYROLL ONLY\*\*

Benefits: \_\_\_\_\_

Badge Deposit: \_\_\_\_\_

Tracking # \_\_\_\_\_

Positive Pay: \_\_\_\_\_

Badge Turned In: \_\_\_\_\_

Total Hours To Be Paid: \_\_\_\_\_

Send Check To Address (or Airport Location)

\*Must be physical location

Mngr Signature: \_\_\_\_\_

## SECTION C: VOLUNTARY TERMINATION

### Reason For Voluntary Termination:

Eligible for Re-Hire: \_\_\_\_\_

### Explanation for Re-Hire Decision:

Final Pay Period Hours: \_\_\_\_\_

Badge Turned In: \_\_\_\_\_

Mngr Signature: \_\_\_\_\_

Send Check To Address (or Airport Location)

## SECTION D: HUMAN RESOURCES USE ONLY

Benefits: \_\_\_\_\_

Transit Benefit ID Verified: \_\_\_\_\_

Terminated in ADP: \_\_\_\_\_

If YES, Cobra Process Date: \_\_\_\_\_

### Type of Benefits

