



Employee Separation Guide

Termination Types:

Voluntary Termination is when an employee leaves on their own.

Involuntary Termination is when an employee has no choice in the matter. It was the company decision to part ways. In Texas a final check must be issued within 6 days.

[**When completing a Separation form select one of the options below that best fits the reason of separation.**](#)

No call No show or Job abandonment = Employee missed work without contacting the Manager for 3 consecutive scheduled days. An attempt to reach out to the employee should be made before terminating.

Resigned (gave two-week notice) = Employee turned in a written notice stating their last day with the company. Please e-mail resignation letter to HR immediately.

Quit Without Notice = Employee walked off the job or gave a day notice. At any time, employee notifies Manager that they will be leaving ask for a written notice.

Excessive Attendance and/or Tardiness = Employee was let go for not being reliable. We should already have prior Counseling Reports supporting reason of termination. Please notify Area Manager or HR before separating employee.

Violation of Company Policies = Employee was let go for not complying with company policies, procedures and/or not meeting company expectations. For example, not following company cell phone, non-smoking or uniform policy. We should already have prior counseling reports supporting reason of termination. Notify Area Manager or HR before terminating employee.

- Reasons such as Physical Altercations, Insubordination, Violence of threats, being under the influence of Drugs or Alcohol, Harassment, Sexual Harassment, Retaliation, etc. do not require prior documentation but do required an investigation, contact HR for more information.

Violation of Safety Rules = Before terminating, we should consider the severity of the violation, and the employee's past performance. If termination is the decision, be ready to present training material that was covered with employee regarding the safety violation. Notify Area Manager or HR before terminating employee.



Company forms are legal documents that will help us defend challenges to the termination decision. Write down facts and not your opinions or assumptions.

It is important to include a short summary of the reason for the termination explaining the circumstances relating to the termination:

Example 1: Reason of Termination: No call No show

“Joe Jones was a no call no show on 06/19/2019 at 9am, 06/20/19 at 10am and 06/21/2019 at 9am. Several attempts were made to contact the employee. Joe is now being terminated for no call no show.”

Example 2: Reason of Termination: Quit Without Notice

“On July 19th, during a staff meeting Joe Jones stated that he did not agree with company uniform policy and walked off the job. This is against company policy therefore Joe is no longer with the company.”

Example 3: Reason of Termination: Resigned

“On May 19th, Joe Jones turned in his resignation notice stating that he had found another job. Joe last day with the company was May 30th, 2019.”

Example 4: Reason of Termination: Excessive Attendance or Tardiness

“We have had several documented conversations with Joe Jones about being at work on time. On July 19th, while on final warning, Joe Jones was late again. This is against company policy and Joe is now terminated for excessive tardiness.”

Example 5: Reason of Termination: Violation of Company Policy

“Joe Jones has been told multiple times to tuck in shirt and to be ready to work when clocking in. Joe keeps clocking in and going to the restroom to change. This is not the first time that employee is not following managers instructions. Therefore, Joe is now being terminated for not following procedures.”