

# R.I.T Department of Human Resources Employee Action Form

## TERMINATION (Faculty, Staff, RIT Temp, RIT Adjunct)

The termination checklist must be completed and returned to HR as soon as possible. It is found at <https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/terminationchecklist.pdf>

### Demographic Information

<b>Termination Date*:</b>	<b>Name*:</b>	<b>Employee No.*:</b>
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### Termination Reason\* (Select One)

Voluntary (attach copy of notification)	Involuntary
<input type="checkbox"/> Another Job (Outside of RIT – do NOT use this form if employee is transferring within RIT)	<input type="checkbox"/> End of work assignment
<input type="checkbox"/> Retirement	<input type="checkbox"/> End of Contract
<input type="checkbox"/> Career Advancement	<input type="checkbox"/> Absenteeism or Tardiness
<input type="checkbox"/> To further education/return to school	<input type="checkbox"/> Damage/Loss/Misuse of Property
<input type="checkbox"/> Family obligations	<input type="checkbox"/> Disclosure/Misuse of Confidential Info.
<input type="checkbox"/> Moving out of area	<input type="checkbox"/> Falsification of Information
<input type="checkbox"/> Illness or injury or medical disability	<input type="checkbox"/> Theft
<input type="checkbox"/> Dissatisfaction with supervisor/manager	<input type="checkbox"/> Violation of university or department policy/procedures
<input type="checkbox"/> Failure to return from leave of absence	<input type="checkbox"/> Position Eliminated/Re-Organization
<input type="checkbox"/> WC Benefits Ended	<input type="checkbox"/> Expiration of appointment
<input type="checkbox"/> Pay	<input type="checkbox"/> Employee error that is threatening to life or could result in significant property loss
<input type="checkbox"/> Benefits	<input type="checkbox"/> Failure to perform essential functions of the job
<input type="checkbox"/> Deceased	<input type="checkbox"/> Divestiture
<input type="checkbox"/> Job abandonment/no call/no show	

### Vacation and Special Pay Information

Eligible Vacation Days (refer to chart below): # Eligible\* \_\_\_\_\_ # Carryover \_\_\_\_\_ # Used \_\_\_\_\_ (use for Exempt Staff and 12 mo Faculty)

Employment Category	*Eligible		*Eligibility As Of July 1st Closest to		
	Prior to 5th Anniversary (pro-rated if hired after July 1st)	5th Anniversary	5th Anniversary	10th Anniversary	20th Anniversary
Use for eligibility only HR will calculate accrual					
12-month faculty, and educational development faculty*	4 weeks		4 weeks	4 weeks	5 weeks
Professional and administrative staff	3 weeks		4 weeks	4 weeks	5 weeks
Non-exempt staff	2 weeks		3 weeks	4 weeks	5 weeks

Remarks/Special Pay Instructions: \_\_\_\_\_

\*Does this employee supervise others?:  Yes  No    Name of new Supervisor for direct Reports: \_\_\_\_\_

Approval Signatures			
*Completed By: Print Name		Ext.:	Date:
*1 <sup>st</sup> Approval (required) Print Name			Date:
*2 <sup>nd</sup> Approval (required) Print Name			Date:
3 <sup>rd</sup> Approval (optional) Print Name			Date:

**When to use this EAF:**

This EAF is to be used when an employee is leaving employment at RIT. **Do not use this EAF when an employee is transferring** to a new department within RIT, the hiring department would hire the employee through Career Zone.

**Only one termination reason must be selected**, if more than one reason please choose the most appropriate.

Please note that two levels of approvers above the employee terminating are required unless the first level approver is a Dean, Vice-President or higher level employee. The person completing the EAF and the first approver can be the same person as long as they are the direct supervisor of the employee terminating.

**Complete the EAF and send to the Human Resources department via email ([hreaf@rit.edu](mailto:hreaf@rit.edu))**

#### **How to use this EAF:**

- 1. Complete all fields marked with an asterisk (\*).**
- 2. The termination date is the last day the employee works.**
- 3. Select one termination reason**
- 4. Supporting documentation (eg resignation letter) must be included with the EAF.**
- 5. Two levels of approval above the employee terminating are now required unless the first level is a Dean, Vice-President or higher level, please contact your HR Services Manager for more information.**