

HOWARD LEASING

6302 Manatee Ave West Suite K

Bradenton, Fl. 34209

(941) 761-7704 **Toll Free** 1-866-761-2884 **Fax** (941) 761-7706

Termination Report

Immediately upon termination of an employee, this form **MUST** be fully completed and forward to the address above.

Client Name _____

Client Address _____

Severance Pay (Based on Tenure)

Amount _____

Wages in Lieu of Notice

Amount _____

Employee Name _____

Social Security# _____

Position _____

First Day Worked _____

Last Day Worked _____

Period From _____ to _____

Period From _____ to _____

Reason for Termination (Circle Appropriate Number)

Discharge

- 01 Violation of Company Policy
- 02 Excessive Tardiness or absences
- 03 Misconduct, Insubordination, etc.
- 04 Deliberate unsatisfactory performance
- 05 Unsatisfactory work performance in 90 Day probationary period
- 06 Not qualified for job/ inability
- 07 Falsified records
- 08 * **Physical Condition (Answer A)**
- 09 Refused to follow instructions
- 10 Unfit condition to work
- 11 Immoral conduct
- 12 Refused transfer
- 13 Permanent lack of work
- 14 Temporary Lack of work
- 15 Chemical Dependence
- 16 Incarcerated (In Jail)
- 17 Theft/Stealing from Client
- 18 Not Abiding by Safety Rules

Voluntary Quit

- 19 Quit – no reason
- 20 To seek other employment
- 21 To accept other employment
- 22 Dissatisfaction with job, salary, hours, duties, etc.
- 23 To Get Married
- 24 Personal
- 25 Moved/ Left Area
- 26 To Attend School
- 27* **Physical Condition (Answer A)**
- 28 Pregnancy
- 29 Transportation Difficulty
- 30 Voluntary Retirement
- 31 Abandoned Job
- 32 Failed to return from Leave of Absence
- 33 Voluntarily Quit (Explain)

Other Separation

- 34 Compulsory Retirement
- 35 Authorized Leave of Absence
- 36 Job Refusal
- 37 Failed License exam
- 38 Failed to take exam
- 39 Loss of License
- 40 Failed to extend leave of absence
- 41 Other Reason (Explain)

* If 08 or 27 are circled, please complete the following:

A. Claimant is receiving Workers' Compensation _____ Yes or _____ NO

Explanation on any reason circled above:

Please attach additional paperwork if required for explanation.