

**THIS SECTION MUST ALWAYS BE COMPLETED**

<input type="checkbox"/> Taco Bell			STORE NUMBER	SOCIAL SECURITY NO.
LAST NAME	FIRST NAME	MIDDLE NAME	TERMINATION DATE	LAST DAY WORKED
ADDRESS STREET		APT.#	ELIGIBLE FOR REHIRE?	WARNING ISSUED?
CITY	STATE	ZIP CODE	HOW?	Exit Inter View Conducted?
			<input type="checkbox"/> Written Notice	<input type="checkbox"/> Yes
			<input type="checkbox"/> Verbal Notice	<input type="checkbox"/> No

**Termination / Retirement Codes**

Action (Place an X the Appropriate Box)		VACATION PAY (VACATION HOURS TO BE PAID)
<b>RETIRE</b> <input type="checkbox"/> Disability (DIS) <input type="checkbox"/> Dissatisfied w/Type of Work (TYP) <input type="checkbox"/> Disabled No Insurance (DNI) <input type="checkbox"/> Dissatisfied w/Work Conditions (WOR) <input type="checkbox"/> Early No Insurance (ENI) <input type="checkbox"/> Early Retirement (ERT) <input type="checkbox"/> Normal Retire No Insurance (NNI) <input type="checkbox"/> Normal (NOR)		APPROVED BY                      DATE
<b>TERMINATION VOLUNTARY</b> <input type="checkbox"/> Death (DEA) <input type="checkbox"/> Elimination of Position (ELI) <input type="checkbox"/> Family Reasons (FAM) <input type="checkbox"/> Health Reasons (HEA) <input type="checkbox"/> Job Abandonment (JOB) <input type="checkbox"/> Expiration Med Leave - LTD (LTD) <input type="checkbox"/> Failure to Return From Leave (LVE) <input type="checkbox"/> Expiration of Medical - LOA (MED) <input type="checkbox"/> Military Service (MIL) <input type="checkbox"/> Resignation - Other Position (OTP) <input type="checkbox"/> Personal Reasons (PER) <input type="checkbox"/> Refused Transfer (REF) <input type="checkbox"/> Relocation (REL) <input type="checkbox"/> Resignation (RES) <input type="checkbox"/> Return to School (RET) <input type="checkbox"/> Auto Term / Release (6 wk rule) (RLS) <input type="checkbox"/> Transportation Problems (TRA)		HUMAN RESOURCES              DATE
<b>TERMINATION INVOLUNTARY</b> <input type="checkbox"/> Abuse of Customer (ABC) <input type="checkbox"/> Attendance / Tardiness (ATT) <input type="checkbox"/> Cash Handling (CSH) <input type="checkbox"/> Damage Company Property (DPR) <input type="checkbox"/> Falsifying Company Records (FCR) <input type="checkbox"/> I-9 Non-Compliance (I9) <input type="checkbox"/> Indecent / Immoral Conduct (IND) <input type="checkbox"/> Insubordination (ISB) <input type="checkbox"/> Intoxicated on Duty (ITX) <input type="checkbox"/> Violate Fed / State Local Laws (LAW) <input type="checkbox"/> Expiration of Medical Leave (LOA) <input type="checkbox"/> Performance (PFM) <input type="checkbox"/> Damage Company Reputation (REP) <input type="checkbox"/> Resigned / Mutual Agreement (RES) <input type="checkbox"/> Refranchising (RF) <input type="checkbox"/> Severance (SEV) <input type="checkbox"/> Involunatry (TIV) <input type="checkbox"/> Temporary / Seasonal (TMP) <input type="checkbox"/> Unavailable for Schedule (UFS) <input type="checkbox"/> Violation of Policy (VOP) <input type="checkbox"/> Workforce Reduction (WFR)		COMMENTS