# Lac La Biche County Library Board

# TERMINATION FORM



								Our librar	riesyour place t	o be!	
EMPLOYEE LAST NAME			EM	EMPLOYEE FIRST NAME					FMPLOYFF #		
EMPLOYEE ADDRESS	NUMBER & STREET										
(If changed)	CITY		PRO		OVINCE		٥	COUNTRY		TAL CODE	
REASON	REASON	EI CODE	REASON		EI	CODE	REAS	ON	EI CO	DE	
	SHORTAGE OF WORK	■ A	QUIT			E	IN COM		□к		
	STRIKE OR LOCKOUT	В	RETIREMENT			G	DISMIS	8AL	ШМ		
	RETURN TO SCHOOL	С	WORK SHARING			Н					
	ILLNE 88 OR INJURY	□ D	APPRENTICE TRAINING			J					
	VOLUNTARY COMMENTS	INVOL	OLUNTARY								
TERMINATION DETAIL \$	TERMINATION DATE (YYYY-MM-DD)  LAST DAY WORKED (YYYY-MM-DD)										
	NOTICE PROVIDED I	BY EMPLOYEE									
	DATE FROM TO # OF WEEKS N/A (YYYY-MM-DD)										
SUMMARY OF PAYMENTS	SEVERANCE PAY W	EEKS									
AND RECOVERIES	DATE FROM TO # OF WEEKS <b>N/A</b> LUMP SUM MONTHLY (YYYY-MM-DD)								· 🗆		
	# VACATION DAYS TO BE PAID								DIRECT DEPOSIT		
	# VACATION DAYS T	O BE DEDUCTED	N/A						√ NO 🔲		
	# BANKED TIME HOU	JRS TO BE PAID	N/A								
DENTAL	BENEFITS CEASE DATE (YYYY-MM-DD) N/A										
ADDITIONAL COMMENTS	COMMENTS										
DIRECTOR AUTHO	ORIZATION ( <u>Enint)</u> Ma	ureen Penn									
DIRECTOR SIGNA											
FOR OFFICE USE	OD) September 2/17 ONLY										
PAY PERIOD #		CHEQUE DA	ATE (YYYY-	MM-DE	0)				INITIA	L	

# Lac La Biche County Library Board

### TERMINATION CHECKLIST



#### Employee Name:

RECALL AND/OR OBTAIN THE FOLLOWING
Task and assistant
Tools and equipment
Cell phones
Computers (laptops)
Credit, telephone, identification, security cards  Desk and filing cabinet keys
Customer lists, files, invoices, manuals in employee's possession
Company vehicles
Office keys
DETERMINE AND PROCESS THE FOLLOWING:
Outstanding expenses, if any
Outstanding vacation, if any
Other payments owed to the employee
ENSURE THE FOLLOWING ARE ISSUED:
Record of Employment
Final Pay
ADVISE THE FOLLOWING PEOPLE OF TERMINATION:
Payroll
County HR (RE: Benefits)
County IT (Access Cards)
Computer Security Clearance
DETERMINE IF AND HOW THE EMPLOYEE'S DEPARTURE WILL BE ANNOUNCED ]
DETERMINE EMPLOYEE'S FORWARDING ADDRESS AND TELEPHONE NUMBER [ ]
SCHEDULE EXIT INTERVIEW ]

Completed by: Maureen Penn Date: September 2/17