

Termination Reasons Reference

Discharge Reasons			
Term Code	Term Reason	Voluntary or Involuntary	Term Definition
ATT	Attendance/Tardy	I	Terminated for violation of attendance policy
DEA	Death		The employee passed away
JOB	Job Abandonment	V	No-call, no show for 2 consecutive shifts or 2 within a year
MIS	Mis-statement on Application	I	Provided false information on application
NOS	Orientation No Show	V	Scheduled for but did not attend new hire orientation
QWN	Quit without Notice	V	When employee notifies mgmt by phone or in person they are quitting and do not return to work
RWN	Resigned Job w/out Required Notice	V	Resigned with less than required notice or did not work out required notice
UNS	Unsatisfactory Performance	I	Employee unable to successfully meet performance expectations of position
I9	Failure to meet I-9 Requirement	I	Did not meet the I-9 Requirements
USC	Unsatisfactory Conduct	I	Inappropriate behavior, conduct, Insubordination, HIPAA/Policy violations
LIC	License not Obtained/Maintained	I	Employee who is in a position that requires a license or certification that they do not get in the time frame allowed or they do not maintain the license/cert they need for the position
Resignation Reasons (Please note that the reasons can ONLY be used if the employee works out their approved notice)			
Term Code	Term Reason	Voluntary or Involuntary	Term Definition
CAR	Job Growth Opportunity	V	Resigned due to accepting a different position with better opportunity elsewhere
DIA	Disability	V	Employee chose to resign due to a disability
WOR	Dissatisfied w/ Working Conditions	V	Resigned due to dissatisfaction with working conditions (ie: hours, environment, job duties, resources/tools, relationship with team or supervisor).
BEN	Resigned-Dissatisfied with Benefits	V	Resigned due to dissatisfaction with benefits
HRS	Resigned-Dissatisfied with Hours	V	Resigned due to dissatisfaction with assigned hours or work
PAY	Resigned-Dissatisfied with Salary	V	Resigned due to dissatisfaction with salary
PER	Resigned- Personal /Family Reasons	V	Resigned because of something personal or family related reasons
RET	Resigned- Returning to School	V	Resigned because they are returning to school
CHA	Resigned-Career Change	V	Resigned to pursue a change in career
COM	Resigned- Commuting Distance	V	Resigned due to commuting distance
FAM	Resigned- Due to Family Circumstances	V	Resigned due to family circumstances
Medical, Relocation & Retirement			
Term Code	Term Reason	Voluntary or Involuntary	Term Definition
DIR	Disability - Retirement	V	Employee chose to retire due to a disability
LOA	Expiration of LOA	V	Expiration of approved leave of absence (<i>should speak with HR before terminating for this reason</i>)
LVE	Elected not to Return from LOA	V	Employee who is out on an approved LOA and contacts supervisor and states that they will not be returning to work
MFM	Resigned- Medical Reasons-Family related	V	Resigned due to a family related medical reason
SPO	Relocation due to spouse job	V	Resigned due to relocation for spouses job
MIL	Relocation-Military	V	Resigned due to military relocation orders
RAT	Retired	V	Individual follows proper procedure for retirement
Additional Reasons			
Term Code	Term Reason	Voluntary or Involuntary	Term Definition
COI	Completed Internship/Temp Assignment	V	Employee is only here for a paid internship and internship ends or is hired on a temporary basis & their services are no longer needed.
ELI	Elimination of Position	I	Determination is made that position is no longer needed. (<i>This should be used only after discussion w/HR</i>)
MUT	Mutual Consent	V	<i>Should be rarely used and only with the consent of HR</i>
PSS	PSS Test Failed	I	Should only be used by Clinic training
TMP	End of Temporary Employment	I	Employee is hired on a temporary basis and their services are no longer needed
VSP	Voluntary Separation Program	V	<i>HR program - should only be used as directed by HR</i>
WRN	Min Hrly Wrk Req Not Met	V	PRN employee who has not worked required hours