



## TERMINATION CODES

### Voluntary

08	Quit After Disciplinary Action	15	Attend school
09	Resigned	16	Failed to Return From LOA
10	Relocation/Moving Out of Area	17	Job Abandonment
11	Another Job	18	No Reason Given
12	Dissatisfied with Job/Company	19	Other Voluntary
13	To Stay Home	96	Normal Retirement
14	Documented Illness		

### Involuntary

21	Falsified Company Documents	44	Having/Using Weapons on Company Property
22	Insubordination	45	Giving Unauthorized Info Outside of Company
24	Verbal/Physical Altercation on Company Property	46	Excessive Tardiness/Absenteeism
27	Drugs/Alcohol Possession/Use	48	Violation of Company Policy
30	Lack Skills to Perform Job Duty	49	Conviction of a Felony/Misdemeanor
32	Admitted Theft	70	Misuse of Company Property
34	Other Involuntary	71	Failure to Cooperate in Investigation
39	Conflict of Interest	72	Refused to Perform Job Duties
40	Unprofessional Conduct/Violation of Company Ethics Code	73	Discourtesy toward co-workers, customers, or suppliers
41	Negligence – Safety Standards	74	Abuse of discount privileges
42	Unauthorized release of company information	75	Alcohol or tobacco violation
37	Use of profane or abusive language	76	Mistakes in handling money, credit cards or forms which cost the company money
43	Discrimination or harassment towards co-workers, customers, or others with whom the company does business		

## LEAVE OF ABSENCE CODES

01	Personal	08	Military (Active Duty)
02	Medical (Non-FMLA)	11	FMLA (Maternity)
03	Worker's Compensation	12	FMLA (Birth/Adoption)
04	Maternity (Non-FMLA)	13	FMLA (Employee Illness)
05	Administrative Leave	14	FMLA (Family Illness)
07	Military (Reserve)		

**NOTE: Family & Medical Leave Codes 09-12 employee must be employed for a minimum of one year and worked 1250 hours.**

### ACTION/REASONS

<u>Action</u>	<u>Reason</u>
Promotion	Normal Career Progression
	Outstanding Performance
Demotion	Performance Related
	Non-Performance Related
Pay Rate Changes	Annual Merit
	Competitive Adjustment (Market)
	Developmental
	Merit and Promotion