



SEPARATION NOTICE

Separation Notices are to be submitted IMMEDIATELY Upon
Termination of Employment to
Payroll@Kimcoserv.com

Effective Date:

Employee Number:

Print Name:

Mailing Address:

City:

State

Zip

Home Phone:

Job Code:

YES

NO

Separation Reason:

Eligible for Rehire

ATTENDANCE
DEATH
FALSIFICATION
INELIGABLE TO WORK
INSUBORDINATION
JOB ABANDONMENT
LOA, FAILURE TO RETURN
REDUCTION IN WORK FORCE

RESIGNATION - PROVIDE REASON IN NOTES
RETIREMENT
SEXUAL HARRASSMENT
THEFT
TRANSFER
UNSATISFACTORY WORK PERFORMANCE
VIOLATION OF POLICIES
WALKED OFF JOB

SEE PAGE 2 FOR ADDITIONAL DOCUMENTATION FOR SEPARATION

Additional Notes

Supervisor Signature:

Date

I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

For Corporate Use Only

Received Date:

Processed Date:

Processor:

REASON	Additional Approval for Termination	Eligibility for Rehire	Description	Documentation Needed
Attendance		NO	Chronic unscheduled absences, tardiness and/or early departures. Use whether the employee voluntarily resigns or is involuntary terminated	Progressive Written Documentation
Death		NO	Effective date is the day following death	N/A
Falsification		NO	Falsifying time cards, application for employment, reimbursements, ghost employees. Use if the employee is terminated or resigns at any time prior to the imposition of discipline.	Written Documentation
Ineligible to Work		Conditional	Background result or Failure to provide documentation through the E-Verify process that proves eligibility to work in the U.S.	EHX Portal Case - and Closed
Insubordination		NO	Insubordination	Written Documentation
Job Abandonment		NO	Employee leaves position with no explanation and no contact. Includes NO call NO show.	
LOA - Failure to return	Benefits Manager	Conditional	Gave notice, voluntary resigns, or is terminated.	
Reduction in Force		YES	Layoff, lack of funding, reorganization, account closure	
Resignation		Conditional	Use when employee resigns in good standing (List Reason)	
Retirement		Conditional	Retiree status.	
Sexual Harassment	Employee Relations Manager/Director of HR	NO	Violation of the Sexual Harassment Policy, resulting in termination. Use if employee is terminated or resigns at any time prior to the imposition of discipline.	Written Documentation
Theft		NO	Theft of property, clients or companies	Written Documentation
Transfer		YES	Transfer to Sister Company	
Unsatisfactory Work Performance		NO		Progressive Written Documentation
Violation of Policies	Employee Relations Manager/Director of HR	NO	Violation of Policies set forth in Company handbook - LIST SPECIFIC POLICY	Progressive Written Documentation
Walked Off Job		Conditional	Walked off Job	