

Termination Notification Form

Last revised: July 2020
Last reviewed: August 2020
Next review: August 2021

Section A: Leaving Government of Saskatchewan

Section B: Terminating an Assignment

For an employee taking a leave from an assignment for a term position, please complete a Leave of Absence Request Form and see Manager Checklist - Definite LOA for Term Position Checklist.

Employee Name	Employee Number	Assignment Number
Employee Home Address	City/Town	Postal Code
Ministry	Branch	Manager/Supervisor Name
Phone Number		

SECTION A: Leaving Government of Saskatchewan

Last Day Worked:

DD / MM / YYYY

Pay Period Ending:

DD / MM / YYYY

Last Effective Day of Employment:

DD / MM / YYYY

(may be the same as last day worked including EDO/SDO/SDR) (may be the date Labour Service recall was declined)

EDO choose one:

Office Field N/A

Date of Last EDO:

DD / MM / YYYY

MIDAS Reason for Termination: Please choose one:

- | | |
|--|--|
| <input type="checkbox"/> Inv - Abandonment | <input type="checkbox"/> Inv - Layoff - Resignation with Severance (In-Scope) |
| <input type="checkbox"/> Inv - Bumped - No Re-Emp Rights (In-Scope) | <input type="checkbox"/> Inv - Layoff - Retirement with Severance (In-Scope) |
| <input type="checkbox"/> Inv - Bumped - Re-Emp Rights (In-Scope) | <input type="checkbox"/> Inv - Separation without Cause (Out-of-Scope) |
| <input type="checkbox"/> Inv - Bumped - Retirement (In-Scope) | <input type="checkbox"/> Inv - Student Term End (Student-Summer, Student- Co-op) |
| <input type="checkbox"/> Inv - Bumped - Resignation with Severance (In-Scope) | <input type="checkbox"/> Inv - Termination with Cause |
| <input type="checkbox"/> Inv - Death (ATTENTION BENEFIT SERVICES TEAM) | <input type="checkbox"/> Inv - Termination of Contract (ContactEmployee) |
| <input type="checkbox"/> Inv - Expiry of Non Perm Appointment (Includes End of Student - Less than Full-Time Term) | <input type="checkbox"/> Inv - Transfer out of Public Service with Re-Emp Rights |
| <input type="checkbox"/> Inv - Failed Probation | <input type="checkbox"/> Vol - Accept New Position Outside of Public Service |
| <input type="checkbox"/> Inv - Health Reasons | <input type="checkbox"/> Vol - Accept Position with Crown Corp/Agency |
| <input type="checkbox"/> Inv - Inactive for more than 180 days | <input type="checkbox"/> Vol - Decline Position Transfer |
| <input type="checkbox"/> Inv - Layoff - No Re-Emp Rights (In-Scope) | <input type="checkbox"/> Vol - Personal Reasons |
| <input type="checkbox"/> Vol - Non Student Return to School (PFT, PPT, Term, Student-Less than Full-Time, ending employment to go to school -- NOT for Student- Summer, Student-Co-op | <input type="checkbox"/> Vol - Spouse Relocated |
| | <input type="checkbox"/> Ret - Retirement - Voluntary |

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SECTION B: Terminating an Assignment

Note: Still an employee of the Government of Saskatchewan

Last Day Worked:

____ / ____ / ____
DD / MM / YYYY

Pay Period Ending:

____ / ____ / ____
DD / MM / YYYY

Last Effective Day
of Employment:

____ / ____ / ____
DD / MM / YYYY

Ministry employee commencing in:

*****may be the same as last day worked, include EDO/SDO/SDR if it falls on last day*****

Outstanding debt to be collected

Note: Please include any outstanding Return in Service Commitment

If yes, please indicate amount outstanding:

Reason:

Manager / Supervisor:

Date:
