

**DIOCESE OF SACRAMENTO
PERSONNEL TRANSACTION: REASON FOR SEPARATION**

EMPLOYER (PARISH/SCHOOL/DEPT):	EMPLOYER'S TELEPHONE NO:
EMPLOYEE:	SOCIAL SECURITY NO.:
HIRE DATE:	RATE OF PAY: <input type="checkbox"/> Hour <input type="checkbox"/> Month

A. LAYOFF

- Budgetary/economic reasons

B. VOLUNTARY RESIGNATION (Attach copy of resignation letter)

- Personal reasons
- Illness-injury
- Leaving the area
- Other employment
- Attending/returning to school
- Job dissatisfaction
- Job abandonment/never returned
- Family obligations
- Work schedule
- Voluntary layoff
- Retirement
- Refused to discuss reason

C. INVOLUNTARY TERMINATION

- Exhausted all available leaves
- Absenteeism and/or Tardiness
- Insubordination
- Neglect of duties
- Misconduct
- Violation of safety policies
- Failed to meet standards during introductory or probationary period
- Intoxicated/under influence of controlled substance
- Violation of laws, norms, directives, policies and/or guidelines of the Diocese of Sacramento
- Conduct incompatible with or hostile to teachings and mission of the Catholic Church
- Violation of terms of contract (principals, teachers)
- Suspended without pay
- Contract not renewed

D. NOTICE OF TERMINATION BY: TELEPHONE LETTER IN PERSON

E. IF INVOLUNTARY, PLEASE ATTACH COPIES OF ANY SUPPORTING DOCUMENTATION (I.E., WRITTEN WARNINGS, ETC.)

Supervisor's Signature Date