About the Form

name	**PC-HR-1810-M. Involuntary Termination Authorization Form**
owner	HR
access & use	Restricted to HR
what it is	Spreadsheet used to calculate the costs associated with terminating an employee's employment, and to obtain authorization to terminate.
who uses it	◆ HR completes form details. ◆ HR collaborates with employee's Manager, senior management team, and Finance to approve the termination and ensure that the form is completed to comply with audit and approval processes. ◆ HR retains the approved document on file for audit purposes.
used with	◆ *PC-HR-1820-M. Involuntary Termination Letter & Release*
Note: These instructions and the accompanying form include sensitive information. They should not be shared with staff members who do not have responsibility for direct reports. Use caution and discretion when using, as even a blank form may be misunderstood without context.	

Why This Process is Important

We've established certain protocols when involuntarily terminating the employment of an employee because we need to understand the costs associated with termination, ensure that a termination is authorized, and ensure that we follow legislated requirements.

How to Use the Form

This workbook contains 2 worksheets:

- **Termination Authorization Form:** The table below describes what to add in each section of this worksheet.

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Cell	Name	How to Complete the Form
Employee Information section		
B2	Today's date	Enter today's date, in the format YYYY-MM-DD
B3	Employee name	Enter the employee's name.
B4	Title	Enter the employee's job title.
B5	Age	Enter the employee's age.
B6	Likelihood of re-employment	Select the appropriate option from the drop-down list.
B7	Hire date	Enter the employee's hire date, in the format YYYY-MM-DD
B8	Proposed date of termination	Enter the proposed termination date, in the format YYYY-MM-DD
B9	Completed, full years of service	Do not insert data into this cell. The full years of service completed value will be automatically calculated using the values entered in cells B7 and B8. Formula used: **=YEARFRAC(B7,B8**
B10	Termination classification	Select the appropriate option from the drop-down list.
B11	Rationale for termination	Enter a brief summary of the reason for termination.
Annualized Earnings Used to Calculate Severance		
E6	Salary	Enter the employee's current annual salary
E7	Other recurring pay	Enter the annual total for other recurring pay amounts made to the employee, if applicable.
E8	Pension contributions	Enter the annual pension contributions amount for the employee, if applicable.
E9	Bonus	Enter bonus payment amount, if applicable.
F9	Comment/Details	If you entered a value in cell E9, enter a brief description of the payment.

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Cell	Name	How to Complete the Form
D16	# of vacation days owed > **# of days**	Enter the number of vacation owed.
E16	# of vacation days owed > **Cost**	Do not insert data into this cell. The number of vacation days cost will be automatically calculated by the formula **=E11*D16** (**daily wage amount** multiplied by **# of vacation days owed**)
D17	Overtime bank > **# of days**	Enter the number of overtime days banked.
E17	Overtime bank > **Cost**	Do not insert data into this cell. The overtime cost will be automatically calculated by the formula **=E11*D17** (**daily wage amount** multiplied by **overtime bank # of days**)
D18	Total days wages payable as per ESA> **# of days**	Do not insert data into this cell. The total number of days wages payable will be automatically calculated by summing the values in cells D14 – D17.
E18	Total days wages payable as per ESA> **Cost**	Do not insert data into this cell. The total cost of wages payable will be automatically calculated by summing the values in cells E14 – E17.
Supplemental Pay		
Supplemental pay is any pay that the Company provides to the employee on a 'without prejudice' basis in exchange for releasing the Company from wrongful dismissal suits. It is provided **in addition** to pay to which the employee is legislatively entitled, based on legal requirements in the jurisdiction. As it relates to termination of employment, severance pay is deemed to be supplemental, as are any type of contributions the Company might make to a retirement savings plan on the employee's behalf to help offset taxes payable, etc.		
B21	# of weeks of supplemental pay > **Weeks per Year**	Enter the number of weeks per year of supplemental pay to be provided to the employee. 4 weeks per year is common.
C21	# of weeks of supplemental pay > **# of weeks payable less ESA notice**	Do not insert data into this cell. The number of weeks payable will be automatically calculated using the formula **=(B9*B21)-B14** (**Completed, full years of service** multiplied by **# of weeks of supplemental pay weeks per year**, minus **Pay in Lieu of Notice in accordance with ESA**)

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Cell	Name	How to Complete the Form
E30	# of weeks of benefits continuance > **Total $ Value**	Do not insert data into this cell. The benefits continuance cost will be automatically calculated using the formula **=B30*D30** (**# of weeks of benefits continuance** multiplied by **benefits cost per week**)
B31	# of weeks of provincial medical coverage > **Weeks**	Enter the number of weeks of provincial medical coverage the Company will provide to the employee.
D31	# of weeks of provincial medical coverage > **Cost per Week**	Enter the weekly cost of provincial medical coverage.
E31	# of weeks of provincial medical coverage > **Total $ Value**	Do not insert data into this cell. The provincial medical coverage cost will be automatically calculated using the formula **=B31*D31** (**# of weeks of provincial medical coverage** multiplied by **provincial medical coverage cost per week**)
E32	Outplacement counselling > **Total $ Value**	Enter the total cost of outplacement counselling, if applicable.
E33	<Other> **Total $ Value**	Enter any additional termination costs, if applicable. If you enter an amount in this cell, you must enter a summary in the Comments/Details column (cell **F33**).
E34	**Grand Total Cost of Termination**	Do not insert data into this cell.
	Payout Method	
B36	Select payout method	Select the appropriate payout method from the drop-down list.
B37	If Salary continuance, indicate last pay day	If you selected **Salary continuance** in cell B36, enter the last pay day, in the format YYYY-MM-DD.

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