

Termination Authorization Form

Employee Information					
Today's date	YYYY-MM-DD				
Employee name			Was a performance improvement plan introduced prior to termination?		
Title			If not, why not?		
Age	Annualized Earnings Used to Calculate Severance			Comments/Details	
Likelihood of re-employment	Low	Salary	\$50,000		
Hire date	February 15, 2004	Other recurring pay	\$4,800	car allowance \$400/month	
Proposed date of termination	July 26, 2017	Pension contributions			
Completed, full years of service	13.45	Bonus	\$8,000		
Termination classification	Dismissal - with cause	TOTAL SEVERANCEABLE WAGES		\$62,800	
Rationale for termination	Unacceptable behavior with customers	DAILY WAGES		\$241.54	
Legislated Payments at Termination					
Payment	Weeks	Dates covering	# of days	Cost	
Pay in Lieu of Notice in accordance with ESA	8.00	July 27 + 8 weeks	40.00	\$9,661.54	
# of days wages payable to final pay date (due to payroll lag)		week beginning July 24	3.00	\$724.62	
# of vacation days owed			5.00	\$1,207.69	
Overtime bank			2.50	\$603.85	
Total days wages payable as per ESA			50.50	\$12,197.69	

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