

# Termination Notification Form

Section A: Leaving Government of Saskatchewan

Section B: Terminating an Assignment

Last revised: July 2020

Last reviewed: August 2020

Next reviewed: August 2021

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 ( <b>ATTENTION BENEFIT SERVICES TEAM</b> )  | <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,<br>Student-Less than Full-Time, ending employment to go to<br>school -- <b>NOT</b> for Student- Summer, Student-Co-op | <input type="checkbox"/> Vol - Spouse Relocated                                  |
|  | <input type="checkbox"/> Ret - Retirement - Voluntary                            |

