

Termination Reason	Termination Type	Notes
01 - 90 Day Inactivity	Voluntary	
02 - Chronic Absenteeism	Involuntary	
03 - Chronic Tardiness	Involuntary	
04 - Consumer Abuse	Involuntary	
05 - Consumer Endangerment	Involuntary	
06 - Consumer Neglect	Involuntary	
07 - Consumer Rights Violation	Involuntary	
08 - Consumer/Guardian Request	Involuntary	
09 - Deceased	Involuntary	
10 - Destruction of Property	Involuntary	
11 - Dishonesty	Involuntary	
12 - Drug Use	Involuntary	
13 - Falsification of Records	Involuntary	
14 - Insubordination	Involuntary	
15 - No Call/No Show	Voluntary	
16 - No Return From Leave	Involuntary	
17 - Possession of Weapons	Involuntary	
18 - Removed from Schedule	DO NOT USE	Select another reason
19 - Resignation Verbal	Voluntary	Only use as a last resort if no other reason matches the situation
20 - Resignation Written	Voluntary	Only use as a last resort if no other reason matches the situation
21 - Resignation Requested	DO NOT USE	Select another reason
22 - Retirement	Voluntary	
23 - Unsatisfactory Work Performance	Involuntary	
24 - Violation Agency Policy	Involuntary	
25 - Work Assignment Refused	DO NOT USE	Select another reason
26 - Work Requirements Not Met	Involuntary	
27 - Other	See Notes	Check with HR before using this

Benefit Classification	COBRA Eligible
Full Time	Yes
Part Time HR Eligible	Yes
Part Time Non-HR Eligible	No