



Termination Reason Guidance

Overview

This document is intended to help you select the appropriate termination reason for an Employee:

- [Voluntary Termination](#)
- [Involuntary Termination](#)
- [Retirement](#)
- [Transfer to DOT, Regents, or CBC](#)

Voluntary

Use for State Employees who leave State Employment at their own will.

Termination Reason	Use this reason when...
Voluntary > Abandoned Position	The Employee has been absent from work for three consecutive work days without authorization and is considered to have voluntarily terminated employment.
Voluntary > Death	The Employee has passed away. Be sure to enter "Date Deceased" in the remarks on the Workday business process.
Voluntary > Death of SPOC Retirement Eligible	When a DPS or DNR Employee covered under the SPOC collective bargaining agreement dies, the surviving spouse is entitled to the value of the sick leave bank.
Voluntary > Dissatisfied	The Employee is resigning due to dissatisfaction with their job.
Voluntary > Health	The employee is resigning due to their health for reasons other than LTD approval.
Voluntary > Long Term Disability	The Employee has been approved for long-term disability.

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Termination Reason	Use this reason when...
Voluntary > Military	The Employee is resigning due to reasons related to the military.
Voluntary > Moving	The Employee is resigning due to a change in their primary residence.
Voluntary > Other Job	The Employee is resigning due to a new job outside of state employment.
Voluntary > Personal	The Employee is resigning for personal reasons or declined to give a reason for their resignation.
Voluntary > School	The Employee is resigning employment to focus on their schooling.
Voluntary > Stay Home	The Employee is resigning to stay home.

Involuntary Termination

Termination Reason	Use this termination reason when...
Involuntary > Dismissal (Medical)	The Employee is being discharged due to being medically unable to return to work. The Employee has not been approved for long-term disability.
Involuntary > Dismissal (Non-Merit)	The Employee is in a permanent, non-merit position and is being discharged for cause or this could be for reasons other than for cause (may be for budgetary reasons, position is no longer needed, Employee was not a good fit, etc).
Involuntary > Dismissal (Permanent, Merit)	The Employee is in a permanent (employed longer than six months), merit-covered position and is being discharged for cause. This does not include Employees who are being discharged due to being medically unable to return to work.
Involuntary > Dismissal (Probationary)	The Employee is in a probationary (employed less than six months), merit-covered position and is being discharged. The discharge may or may not be for cause.

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Termination Reason	Use this termination reason when...
Involuntary > Layoff (Permanent)	The Employee is being laid off in accordance with an approved layoff plan.
Involuntary > Mandatory Retirement	The Employee is a peace officer or judge who reaches the mandatory age of retirement.
Involuntary > Resigned in Lieu of Discharge	The Employee has resigned in lieu of discharge for cause. The resignation may have occurred during or after a Loudermill meeting, or when management had sufficient evidence to support a discharge for cause.
Involuntary > Return to Recall	The Employee was recalled to a job class they had never held before, and did not fulfill the six-month recall probationary period.
Involuntary > Statutory Termination	The Governor has dismissed the Employee or the elected official has not been reelected.
Involuntary > Term Expired	A board member's term has expired and the person has not been reappointed to the board.
Involuntary > Termination (Temporary Appointments)	The Employee's temporary service has ended.

Retirement

Use when the Employee has elected to retire, is age 55 or older (required except for disability retirements), and has filed for IPERS.

Termination Reason	Use this reason when...
Retirement > DNR SPOC Retirement	DNR Employees covered under the SPOC collective bargaining agreement retires.
Retirement > IPERS Disability	IPERS has approved the Employee for a disability retirement.
Retirement > Judicial Retirement	When a Judicial branch Employee in a judge job profile retires.

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Termination Reason	Use this reason when...
Retirement > Peace Officer Retirement	The Employee is covered by the Peace Officer Retirement (POR) system and has elected to retire. POR retirees are not eligible for a sick leave payout and cannot participate in the Sick Leave Insurance Program.
Retirement > SLIP Program End	Not used by HRA's. Centralized payroll uses it when a retiree runs out of SLIP.
Retirement > SLIP Retirement	The Employee has elected to participate in the Sick Leave Insurance Program. The Employee must be between the ages of 55-64, and have enough sick leave to cover the \$2,000 sick leave payout and one month of employer's share health insurance premiums.
Retirement > Voluntary Retirement	The Employee is at least 55 and retiring and not participating in the Sick Leave Insurance Program (SLIP).

Transfer to DOT, Regents, or CBC

Use when Employees transfer to one of the above.

Termination Reason	Use this reason when...
Transfer - DOT/Regents/CBC	The Employee is not terminating from State employment but is transferring to either the DOT, Regents, or CBC.