

Voluntary Quit Checklist

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Voluntary Quit Checklist

General

- Exit interview - confirmation of reasons for quit
- Notice given
- Resignation letter
- Work conditions changed
 - If Yes
 - Details of change documented
 - Job duties
 - Pay
 - Hours
 - Location
 - Other - Documented
- Previous expressions of dissatisfaction
 - If Yes
 - Discussions with others documented
 - Actions taken to resolve employee complaints documented
- Mutual Agreement*
 - If Yes
 - Employee would have been discharged anyway
 - If Yes, See Discharge
- Job abandonment or did not show
 - If Yes
 - Employee contacted employer about absence & reason documented
 - If No
 - Company policy about contacts regarding absences
 - Employee knew about policy, See Policy Violations in Discharge

* Mutual Agreement - when employees resign under the threat of termination, states will generally view the separation as a Discharge. Therefore, employers should treat such resignations as if they discharged the employee. Go to the Discharge checklist and make sure you have the corresponding documents related to the incident which led to the resignation.

Voluntary Quit Checklist

During Assignment

- Details of assignment are in file (start and end date, hours, rate of pay, etc.)
- Reasons given by employee in file
 - Verbally
 - In writing
- Employee would have been given another assignment
- Employee performed this type of assignment before

Voluntary Quit Checklist

Accepted Assignment, But Did Not Report

- Date of acceptance in file
- Written acceptance
- Employee contact about absence
 - If Yes
 - Reasons for failure to report in file
- Terms and conditions of offer
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Pay
 - Hours
 - Location or area

Voluntary Quit Checklist

Abandonment or Walked Off the Job

- Company policy about notification of absences
- Employee knew about policy
- Employee signed acknowledgment
- Employee's action violated policy - if Yes, See Discharge - Policy Violations
- Employee communications about absence
 - Written
 - Verbal (details are needed, such as date, to whom employee spoke, etc.)
- Key Dates needed
 - Failed to show
 - Decision to terminate
 - Last day of actual work
- Witnesses and contact information (if applicable)
- Details of events prior to walking off the job

Voluntary Quit Checklist

Health Reasons

- Doctor's statement
 - If No
 - Employee's explanation of health issues
- Confirmation of reasons
- Light-duty approved
- Light-duty offered
- Leave of absence available
- Employee is able and available to work

Voluntary Quit Checklist

Return to School

- Temporary job
- Full-time job
- Full-time, employment would have continued
 - If Yes
 - Expected end date recorded
- Currently enrolled

Voluntary Quit Checklist

Retirement

- Voluntary
- Mandatory
 - If Mandatory
 - Position being eliminated
 - Company policy
 - Employee aware of policy
 - Signed acknowledgment
- Pension paid upon retirement
- Pension details documented, i.e. amount, allocation (weekly, monthly, etc.)