

NOTICE OF TERMINATION

MCGILL UNIVERSITY

Last Day Charged

To This Budget Account:

Issue a Record of Employment (ROE)

Resignation

1) Voluntary

2) Involuntary

Permanent Lay-Off

Discharge for Cause

Non-renewal of Appointment

1) All Accounts

2) This Account Only

Death

Other (specify)

McGILL ID:

NAME OF EMPLOYEE:

POSITION:

DEPARTMENT:

HOME ADDRESS:

T-4 SLIPS MAILING
ADDRESS:

LENGTH OF NOTICE:

REASON FOR LEAVING:

POSN code/suffix	Annual Salary	FOAPAL(S)

**Please attach copy of resignation letter and any other relevant correspondence.
For academic staff departures, indicate departing to take up <position> at <location>.**

Vacation owed: To be paid in cash to the staff member (See Vacation Policy and specify in weeks and portions thereof). Any vacation being taken prior to effective date of change of status to be excluded from vacation owed:

Pension Settlement: Morneau Shepell will contact the terminating staff member 15 days after receiving the final pension contribution.

The following documents are to be obtained from the departing staff member and forwarded to HR Shared Services:

Staff I.D. Card

Departments should ensure that all office or lab equipment and other supplies issued to the staff member in trust are returned to the department. Keys to any McGill property/facilities are to be returned to the staff member's supervisor. All outstanding financial matters or equipment (petty cash, travel advances, parking permits, Pcard, laptop, tablets, Blackberry, cell phones, faculty club memberships, etc) should be reviewed, settled and returned to McGill prior to departure.

Dept Sign Date

Dept Head Signature

Faculty Sign Date

Faculty Head Signature

SEND COPIES OF THE FINALIZED DOCUMENT BY EMAIL TO:

hr.hr@mcgill.ca (includes Payroll & Benefits), **academic.personnel@mcgill.ca** (includes Budget) , **and the issuing Department**

v.2016-11