

NOTICE OF TERMINATION

McGILL UNIVERSITY

Last Day Charged to this
Budget Account:

- 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 below)

Name of Employee: _____ Payroll No.: _____
Title: _____ Budget Account: _____
Department: _____ Slot No.: _____
Home Address: _____ Annual Salary: _____
_____ Length of Notice: _____
T-4 Slips mailing address: _____

Reason for Leaving: _____

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 termination to be excluded from vacation owed: _____

Pension Settlement: The Pension Office will advise the terminating staff member in writing of all the options available as soon as this form is received. Please contact the Pension Office at 6252 or 6250 if any complications are anticipated.

Please attach copy of resignation letter and any other relevant correspondence to Payroll copy (white).

The following documents are to be obtained from the terminating staff member and forwarded to the Department of Human Resources:

- Staff I.D. card
- McGill Benefits Handbook

Departments should ensure that all office or lab equipment, lab coats and other supplies issued to staff members in trust are returned to the University. Keys to filing cabinets, desks, offices and buildings are to be returned to the staff member's supervisor. All outstanding financial matters (petty cash, travel advances, bonds, staff mortgages, parking permits, faculty club membership, etc) should be settled prior to termination.

If the staff member had any computer passwords (micro or mainframe) please ensure that the appropriate department has been notified to cancel them.

Signature of Department Head

Date

Faculty authorization (if required)

Date