

Example 5.8a

REPORT OF TERMINATION OF EMPLOYMENT

Date _____

The employment of _____

has been terminated in the position, (CS _____)

classified in _____

in _____ (department or college) _____ (institution or agency)

effective on _____

- because of:
- termination of temporary or extra help assignment
 - termination of apprentice work assignment
 - termination of intern work assignment
 - termination of learner work assignment
 - termination of provisional work assignment
 - death
 - inability to return to work at expiration of disability leave – section 250.110(c)(2) of the Illinois Administrative Code (80 Ill. Adm. Code §250.110(c)(2))
 - retirement

Institution

By _____

Date _____