

Terminations

“An employee terminates employment with the club under one of four conditions:

➤ **Voluntary Quit:**

- This occurs when an employee decides to leave the club’s employ of his own volition.
- An employee may notify the club of his decision to leave the club orally or in writing.
- If notification is oral, the department head must complete a Personnel Data Sheet (PDS) and have the employee sign it.

➤ **Abandonment:**

Layoff: A club voluntarily terminates an employee due to a lack of work. Clubs lay off full time and part time employees since seasonal staff know when they are hired that their employment is of limited duration.

Discharge. Discharges occur when an employee is terminated for ‘cause,’ either misconduct or unsatisfactory performance. All discharges must be reviewed and approved in advance by the general manager to ensure the reasons are appropriate based on the written record.”

- Personnel Policy, P-200.18

Documentation of Separation. It’s always best to document the separation. Document, CRI Form 200-18. Provide a copy of the document to the employee in case of an appeal for employment.

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Take A
termin

to understand the differences in the types of all required policies and procedures for each.

Teachable Moments