

Brandeis University Student Employee Leave of Absence/Termination Form

PLEASE TYPE OR PRINT LEGIBLY

Student Information (can be found on timesheet)

Student Name: _____ Employee ID Number: 100 _____

Department: _____ Record Number: _____ Position Number: 200 _____

Leave of Absence

The student has taken a leave of absence from the above position due to the following reason(s):

- Study abroad Other: _____
- Leave of absence/withdrawal from the University

Voluntary Termination

The student is no longer working in the above position due to the following reason(s):

- School/work conflict No show
- Job Dissatisfaction Department Budget Constraints
- New campus job Other _____

Involuntary Termination

The student has been terminated from the above position due to the following reason(s):

- Poor performance Behavioral Misconduct
- Poor attendance Other: _____

In compliance with the termination policies set forth in the *Student Employment Handbook*:

A verbal or written warning was issued to the student on _____ and documented with Student Financial Services. (date)

A written termination notice was issued to the student on _____ and documented with Student Financial Services. (date)

Job End Date: _____

Authorized Signatures

Supervisor Name (Please print)

Supervisor Signature

Ext.

Date

For Office Use Only

Assistant Director of Student Employment

Date

Processor's Name

Date