EMPLOYERSEDGE
UNEMPLOYMENT COST CONTROL SOLUTIONS

Separation Checklist

Attention: Refer to the operative collective bargaining agreement for guidelines on disciplinary and discharge procedures, which may impose additional requirements for discipline of union members.

Attendance or Tardiness

Yes	No	
_____	_____	Was the employee aware of attendance policy?
_____	_____	Did the employee sign acknowledgment/receipt of attendance and/or tardiness policy?
_____	_____	Did the employee receive prior warnings for violation of the attendance and/or tardiness policy?
_____	_____	Did the employee know that they could be discharged if they continued with behavior?
_____	_____	Did the employer follow internal progressive discipline policy?
_____	_____	Was the employee treated fairly and consistently with others who violated attendance and/or tardiness policy?
_____	_____	Was the final incident documented and detailed?
_____	_____	Was the final incident within the claimant control?
_____	_____	Was the final incident a sick call?
_____	_____	Was employee eligible for FMLA?
_____	_____	Did employee properly follow the employers policy for notification of the absence or tardiness?
_____	_____	Was the separation due to job abandonment? *(if Yes, this is should be considered a voluntary quit. Make sure to have dates of the missed shifts and how the employee was made aware of work schedule.)*

Attendance discharges are the hardest and most difficult to prove misconduct. Personal illness is not misconduct. Tending to the illness of one's minor children is not misconduct. However, if an employee fails to provide proper notification of an absence, that may be considered willful intent.