

## Cessation of Staff Appointment Form

### Explanatory Notes

- Please fully complete the form – Enter “N/A” if not known, or not applicable.
  - Please forward the form to Human Resources unless it is for a death. Cessation forms indicating a death should be forwarded to the Compensation & Benefits Office. Some faculties or units require the form to route through them before forwarding to HR – please check with your Dean’s Office or your Head Office if you need to forward this form through them.
- A. Employee Information
1. Enter the surname as shown in VIP.
  2. Enter the given names as shown in VIP.
  3. Enter the employee number.
- B. Position Information
1. Please enter the position number (list all the positions being terminated on the same date): This is important in order to prevent terminating the wrong position.
- C. Cessation Information
1. Enter the last day worked. This date may not be the same as the last day paid if the employee takes paid vacation prior to retirement or is on paid sick leave.
  2. Enter the last day paid if the employee takes vacation prior to retirement or is on paid sick leave prior to the cessation of the appointment.
  3. Enter only if you have had discussions with your HR Consultant
  4. Reasons for cessation: Please select the appropriate reason as listed (definitions listed below)
    - a) Resignation – transfer to a new position at U of M: Select this if you know that the employee has acquired a different position either within your department or in another department.
    - b) Resignation from one of multiple positions: Select this if you know that the employee resigns from one position only and is still maintaining other position(s) either in the same department or in a different department.
    - c) Resignation from U of M – returning to school: Select this if the employee gives you this reason.
    - d) Resignation from U of M – spouse/partner transferred: Select this if the employee gives you this reason.
    - e) Resignation received after the contract ended.
    - f) Retirement: Forward the form directly to Human Resources. Please remind the employee to check with the Pension Office and the Compensation & Benefits Department regarding retirement options. Retiree Resources: [http://umanitoba.ca/admin/human\\_resources/staff\\_benefits/retiree\\_info/retirees.html](http://umanitoba.ca/admin/human_resources/staff_benefits/retiree_info/retirees.html)
    - g) Deemed resignation – absence: contact your HR Consultant if this is your selection.
    - h) Deemed resignation: contact your HR Consultant if this is your selection.
    - i) End of Appointment (contract terminates early): Select this when the appointment ends before the original contract end date.
    - j) End of Appointment (full time academic): Use this Cessation of Appointment Form whenever a full time appointment ends due to end of contract. Full time academic appointments refer to appointments in compensation groups: UMFA, GFT and Admin Excluded Academic Positions.
    - k) Death — *Please forward the form to the Compensation & Benefits Department.*
    - l) Tenure denied: Select this as appropriate – please consult the respective Staff Relations Officer for appropriate actions to be taken.
    - m) Termination with cause-HR use only. Please consult your HR Consultant on the appropriate actions to be taken and the HR Consultant will complete the Cessation of Appointment Form for you.
    - n) Unsatisfactory probation-HR use only. Please consult your HR Consultant on the appropriate actions to be taken and the HR Consultant will complete the Cessation of Appointment Form for you.

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- o) Legal doc expired/invalid – e.g., an international student ceased to be a full time student, therefore study permit no longer valid.

If it is a Position Discontinuance, please consult your HR Consultant on the appropriate actions to be taken and he/she will complete the appropriate paperwork.

5. Enter the new department name if this is a transfer. Enter n/a if not known, or if not a transfer.

- D. Vacation/Overtime Reconciliation:** You only complete this section for support staff. Please enter n/a if the cessation is not for a support staff member. Employees who were on the bi-weekly cycle during the transition to VIP in 2005 received a week's salary in advance. If they have not already paid this back, it will be deducted from their final pay.

For retirements, and for UNIFOR resignations, the individual may take vacation from his/her vacation entitlement bank (not the vacation accrual/credits) prior to the last day.

Please check to ensure that the individual has sufficient vacation balance after deducting the one week pay advance mentioned in the ensuing paragraph. For resignations (other than UNIFOR), no vacation is to be taken during the notice period – vacation will be paid out instead.

**E. When to fill End of Appointment/Employment Checklists:**

*End of Appointment Checklist:* must be completed when the employee will continue to work elsewhere at the University. Completion of the form is mandatory and subject to audit. This form is to be kept on file in the department (i.e., do not forward to HR).

*End of Employment Checklist:* must be completed when the employee is ceasing all employment at the University. Completion of the form is mandatory and subject to audit. This form is to be kept on file in the department (i.e., do not forward to HR).

**F. Attachment:**

1. Please check the appropriate box (es).
2. Comments: Use this line to add any comments not covered on the form
3. Prepared by: Please provide the name and phone number so that HR can contact you in case of questions.

- G. Signature:** Please ensure that your form is signed by the appropriate authority within your faculty/unit.

- H.** For cessation of full time academic staff (i.e., UMFA, GFT or Admin Excluded Academic positions) you are required to send extra copies each for the VP (Academic) and Provost. Please check the box on the respective hard copy before sending.