

# Qdoba® Restaurant Corporation Employee Separation Form



Employee: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Beginning Pay Rate: \_\_\_\_\_ Ending Pay Rate: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Terms of Separation: In addition to checking reason for termination, give full explanation in space below

**VOLUNTARY**

- Without notice or reason
- Another job
- Relocation
- Illness
- Working Conditions
- Refused suitable work
- Problem with Co-worker
- Retirement
- Pay
- Problem with Supervisor
- Marriage
- Personal problem
- Return to school
- Enlisted in Armed Services
- Leave of Absence – did not return to work
- Work Schedule
- Other (please explain)

**INVOLUNTARY**

- Intoxicated/Drug use
- Insubordination
- Lack of work
- Absenteeism
- Job eliminated or changed
- Tardiness
- Unsatisfactory performance
- Violation of rules
- Other (please explain)

**All hourly terminations must be reviewed by the appropriate Regional Manager and/or Regional Director. All management terminations must be reviewed by the HR Department in conjunction with the appropriate Regional Manager and/or Regional Director. Any termination that may be potentially contentious must be reviewed by the HR Department.**

Is employee eligible for rehire?  YES  NO (or only under certain conditions, explain:)

\_\_\_\_\_  
\_\_\_\_\_

Manager Comments: (Use back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Supervisor Signature (required): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Witness Signature (required): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_