Chief Administrative Officer

**TERMINATION OF EMPLOYMENT : ABSCONDED EMPLOYEE**

**Employee Name:………………………………………………**

**Employee Number:…………………………………………..**

**Details:**

The Termination Checklist has been completed and the Final Pay Calculation has been prepared and is attached. It is proposed that the final payment be withheld and that the relevant bank be advised that the employee has absconded and that there will be no final payment.

HR Assistant Date:……………………………..

**Recommended:**

HR & Corporate Services Manager Date:………………………………

**Approved:**

Chief Administrative Officer Date:………………………………

**For Admin Action:** Copy to CFO

Copy on Personal File