

Client Training HQ

CaseBuilder Separation Reasons

This document outlines the separation reasons available for selection in CaseBuilder™. The separation categories that are in **bold** will be found in the first drop-down menu, the separation reasons in *italics* are found in the second drop-down menu, and the third and specific reasons found in the final drop-down menu have no formatting in this document.

1. Involuntary

a. Attendance

- i. Absenteeism and tardiness
- ii. Excessive absenteeism
- iii. Excessive tardiness
- iv. Excessive unreported absenteeism
- v. Failure to report intended absence
- vi. Failure to report

b. General

- i. Due to medical leave exhaustion
- ii. Failed to remain in good union status
- iii. Leaving work area without permission
- iv. Mandatory retirement no pension
- v. Mandatory retirement with pension
- vi. Mandatory retirement
- vii. Misuse of equipment
- viii. Other
- ix. Personality conflict
- x. Required certification not provided
- xi. Unsatisfactory background check

c. Intoxicants

- i. Failed substance abuse screening
- ii. Intoxicated on the job
- iii. Reported to work under the influence
- iv. Using intoxicants on the job
- v. Violation of company alcohol policy
- vi. Violation of company drug policy

- d. *Job Performance*
 - i. Misconduct related performance
 - ii. Mutual agreement. No misconduct
 - iii. No misconduct – unsatisfactory performance
 - iv. Refusal to perform job duties
 - v. Unsatisfactory performance/State probationary period
 - vi. Unsatisfactory work performance
- e. *Misconduct*
 - i. Destruction of company property
 - ii. Falsification of application
 - iii. Falsification of records
 - iv. Falsification
 - v. Fighting on Company Property
 - vi. Gross Misconduct
 - vii. Improper Conduct
 - viii. Insubordination
 - ix. Larceny under \$25.00
 - x. Misused company credit card
 - xi. Policy-Fabrication of information
 - xii. Policy-Rudeness to customer
 - xiii. Removal of company property or funds
 - xiv. Sleeping on the job
- f. *Rule Violation*
 - i. Discharged for COVID Vaccine Refusal
 - ii. Disclosure of proprietary information
 - iii. Excessive cash discrepancies
 - iv. Policy-Giving away food or beverages
 - v. Violation of HIPAA
 - vi. Violation of child care policies
 - vii. Violation of company policy
 - viii. Violation of safety rules

2. Job Refusal

- a. *Refused job offer – Not Bonafide*
- b. *Refused job offer due to location*
- c. *Refused job offer due to nature of work*
- d. *Refused job offer due to pay*
- e. *Refused job offer due to schedule*
- f. *Refused job offer*

3. Labor Dispute

- a. *Company lockout*
- b. *Labor dispute ended*
- c. *Labor dispute*
- d. *Members of a striking union*
- e. *Refused to cross a picket line*
- f. *Unsanctioned strike – wildcat*

4. Lack of work

- a. Assignment completed*
- b. Claimant requested voluntary layoff*
- c. Divestiture*
- d. Due to National Tragedy*
- e. Due to natural disaster*
- f. Due to weather conditions*
- g. Has reasonable assurance of return*
- h. Inventory extra*
- i. Lack of work*
- j. Location closed*
- k. Partial employment*
- l. Permanent lack of work*
- m. Position eliminated*
- n. Receiving holiday and/or vacation pay*
- o. Receiving severance pay*
- p. Replaced at customer's request*
- q. Replaced due to military*
- r. Sale of business or location*
- s. Seasonal employment*
- t. Temporary lack of work*
- u. Vacation shutdown with pay*
- v. Vacation shutdown without pay*
- w. Vacation shutdown*

5. Other

- a. General*
 - i. Client worker in rehabilitation program*
 - ii. Contract agreement*
 - iii. Deceased*
 - iv. Elected official*
 - v. Hired as consultant. Not an employee*
 - vi. Job offer made*
 - vii. Lease department employee*
 - viii. On workers compensation*
 - ix. Participant in work relief/training program*
 - x. Probationary employee*
 - xi. Records not available*
 - xii. School crossing guard, section 27(p)*
 - xiii. Senior Community Service Employment Program*
 - xiv. Separated due to prison release program*
 - xv. Unavailable for work*
 - xvi. Volunteer/Emergency firefighter*

- b. Not an employee*
 - i. Franchise employee
 - ii. Independent contractor
 - iii. No record of employee
 - iv. Not an employee; Store payroll only
 - v. Not an employee; Work study student
- c. On leave of absence*
 - i. Educational leave of absence
 - ii. Family leave of absence
 - iii. Jury duty leave of absence
 - iv. Leave of absence due to union business
 - v. Maternity leave of absence
 - vi. Medical leave of absence
 - vii. Military leave of absence
 - viii. On leave of absence
 - ix. On military leave
 - x. Personal leave of absence
 - xi. Vaccine mandate leave of absence

6. Still Working

- a. After prior permanent separation*
- b. Casual employee*
- c. Claimant requested reduction of hours*
- d. Disciplinary action – layoff*
- e. Disciplinary action – suspension*
- f. Disciplinary action – warning*
- g. Employee did not file*
- h. Job transfer to a different state id #*
- i. Newly hired employee*
- j. On authorized vacation with pay*
- k. On authorized vacation without pay*
- l. Part-time; works all available hours*
- m. Reduction in hours*
- n. Regular full-time employee*
- o. Regular part-time employee*
- p. Returned to work after temporary separation*
- q. Transfer*
- r. Work sharing program*
- s. Works all available hours*

7. Voluntary

- a. Dissatisfied*
 - i. Dissatisfied with performance appraisal
 - ii. Dissatisfied with benefits
 - iii. Dissatisfied with career opportunities
 - iv. Dissatisfied with co-workers
 - v. Dissatisfied with company policies
 - vi. Dissatisfied with salary

- vii. Dissatisfied with supervisor
- viii. Dissatisfied with work schedule
- ix. Dissatisfied with working conditions
- x. Dissatisfied
- xi. Job dissatisfaction
- xii. Walked off the job
- b. For Another Job*
 - i. Accept more remunerative employment
 - ii. Accept other employment
 - iii. Military
 - iv. Started own business
 - v. To go permanent with client
- c. General*
 - i. 3 scheduled days of unreported absences
 - ii. 5 scheduled days of unreported absences
 - iii. Accepted job, but failed to report
 - iv. Did not renew work permit or visa
 - v. During work assignment without notice
 - vi. Failed to maintain contact
 - vii. Failed to return
 - viii. In anticipation of layoff
 - ix. No notice given
 - x. No reason given
 - xi. No return from leave of absence
 - xii. No return/refused recall from LOW
 - xiii. Not available for work
 - xiv. Other
 - xv. Refused an offer of work
 - xvi. Refused transfer
- d. Health / Medical*
 - i. Due to personal health reasons
 - ii. Due to the health of a family member
 - iii. Health reasons
 - iv. Medical disabilities
 - v. Medical reasons
- e. Mutual Agreement*
 - i. Mutual agreement (not protestable)
 - ii. Mutual agreement (protestable)
- f. Personal Reasons*
 - i. Child care problems
 - ii. Education
 - iii. Maternity reasons
 - iv. Personal reasons (marriage)
 - v. Personal reasons (other job conflict)
 - vi. Personal reasons
 - vii. Personal/conflict with school schedule
 - viii. Personal/domestic obligation
 - ix. Relocate – leave the area

- x. To relocate with spouse
- xi. To stay at home
- xii. Transportation problems
- g. *Retirement*
 - i. Accepted government early buyout
 - ii. Accepted offer of early retirement
 - iii. Retired (work was available)
 - iv. Retired – receiving pension
 - v. Retired – without pension
 - vi. Retired/non job related disability

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