

Workforce Solutions Learning

CaseBuilder Separation Reasons

Purpose/Summary

This article details the different separations reasons available to choose from CaseBuilder.

Product

CaseBuilder – General

Details

This document outlines the separation reasons available for selection in CaseBuilder. The separation categories are detailed below. The first (numeric) indent are the options in the first dropdown menu, the second (letter) indent are the options in the second dropdown menu and the third (roman numeral) indent are the specific reasons located in the third dropdown menu inside of CaseBuilder.

1. Involuntary

- a. Attendance
 - i. Absenteeism and Tardiness
 - ii. Excessive absenteeism
 - iii. Excessive tardiness
 - iv. Excessive unreported absenteeism
 - v. Failure to report intended absenteeism
 - 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. Violated 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 a 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 claim
- 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 Vaccine Requirements
 - ix. Dissatisfied with work schedule
 - x. Dissatisfied with working conditions
 - xi. Dissatisfied
 - xii. Job dissatisfaction
 - xiii. 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

Versioning

Version Number	Purpose/Change	Author	Date
0.0	Previous Draft(s)		2021