

## Reasons for Employee Departures

The manager chooses from the following list to identify the primary reason for the employee's departure and adds it to the form provided by Human Resources.

<b>Commute</b>	Voluntary departure due to the length of the daily commute to and from the primary work site
<b>Death</b>	The employee was deceased
<b>Dissatisfied with Job</b>	Voluntary departure due to dissatisfaction with the position – role, responsibilities, assignments and/or tasks
<b>Dissatisfied with Pay</b>	Voluntary departure due to dissatisfaction with compensation and/or benefits
<b>Dissatisfied with Supervisor</b>	Voluntary departure due to dissatisfaction with supervisor
<b>Failure to Return from Leave</b>	Voluntary departure during or upon conclusion of an approved leave of absence
<b>Family Reasons</b>	Voluntary departure due to family issues – e.g., birth of a child, illness of a spouse, child, or close relative
<b>Lack of Career Opportunities</b>	Voluntary departure due to perceived lack of training, educational, professional development and/or advancement opportunities
<b>Normal Retirement</b>	Voluntary departure due to an employee's decision to retire
<b>Personal Reasons</b>	Voluntary departure for unspecified personal reasons
<b>Relocation</b>	Voluntary departure due to relocation of the employee or family member outside the geographic range
<b>Termination</b>	Voluntary departure due to the employee taking another position outside of the organization
<b>Transfer to Memorial</b>	Voluntary departure due to transfer to the UMass Memorial Health System

Human Resources will identify the reason for an employee's departure when it is involuntary by

<b>Elimination of Position</b>	Involuntary departure due to a reduction in force
<b>Lack of Funds</b>	Involuntary departure due to cessation of funding support for the employee's position
<b>Term in Probationary Period</b>	Involuntary departure due to unsuccessful completion of designated probationary period
<b>Unsatisfactory Performance</b>	Involuntary departure due to termination for cause including poor job performance, violations of standards of conduct, or legal or regulatory violations

selecting from the list below.

In the event of a voluntary departure when there is a discrepancy between the reason designated by the manager and the reason identified through an exit interview with the departing employee conducted by Employee Relations, the reason identified in the exit interview will take precedence as a final designation for why the departure occurred.