



**Cover Sheet for:**

**Employee Termination Form**

Prior to submission, please save the Employee Termination Form in the following naming convention:  
Location#\_Employee Last Name\_Effective Date

When emailing the Cover Sheet and form to [hr.payrollprocessing@raldioc.org](mailto:hr.payrollprocessing@raldioc.org), please use the following  
Subject Line: Employee Termination Form\_Location#\_Employee Last Name\_Effective/Payroll Date

Thank you!



**Diocese of Raleigh  
Employee Termination Form**

This form is to be completed by the **pastor or site administrator** to process the termination of an employee. Required fields are indicated with an asterisk (\*)

<b>Type of Employee</b> Parish School Catholic Center RL# _____ Hrly/Sal Exmpt _____
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Employee Last Name	Employee First Name	Employee Middle Initial
Last Four of SS#	Location Name	Location City
		Payroll # (RL#)
Last Day WORKED	Earned but UNUSED Vacation Hours	Last Pay Date

**REASON FOR LEAVING**

Voluntary Resignation  
 Moving (provide forwarding address below)  
 Transfer to another location within diocese  
 New location RL#  
 Retirement  
 Involuntary termination (contact HR)

Employee qualifies for:  
 Severance (per diocesan policy)  
 Reemployment (per diocesan policy)

Forwarding Address/Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* If enrolled in benefits, submit CBEBT Termination Form to Benefits Administrator at [Benefits.forms@raldioc.org](mailto:Benefits.forms@raldioc.org) or via fax 984-275-1726**

Enrolled in Benefits\*: Yes      No

**SchoolEmployeesOnly** (principals, directors, and teachers)

Contract end date: \_\_\_\_\_

Beginning Teacher/Lateral Entry

\_\_\_\_\_  
Signature - Authorized site administrator\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Signature - Diocese HR (for processing)

\_\_\_\_\_  
Date Processed\*

**To ensure accurate processing, please return completed form to the Diocesan Human Resource Office as soon as possible via email at [hr.payrollprocessing@raldioc.org](mailto:hr.payrollprocessing@raldioc.org) or via secure fax at 984-275-1732**