

Action	Reason	When to use	Voluntary/ Involuntary	UM Category	Reg/Temp can use in PAR
Retirement with Pay	Furlough Completed	Retirement after furlough	Voluntary	Retirement	Reg
Retirement with Pay	Retired	Retirement from U of M	Voluntary	Retirement	Reg
Termination	Another Position Elsewhere	Faculty/staff member acquired position outside of U of M	Voluntary	Quits	Reg/Temp
Termination	Appointment Completed	Faculty/staff members have completed the term of appointment.	Voluntary	Term limited	Reg/Temp
Termination	Appointment Ended	Termination of faculty members following completion of an appointment for a specified period of time.	Voluntary	Term limited	Reg
Termination	Appointment Not Renewed	Termination of faculty members following completion of an appointment for a specified period of time after which the appointing department will not renew the appointment again. Not normally used for non-instructional staff	Involuntary	Discharge	Reg
Termination	Career Opportunity	Resigned due to other career opportunities.	Voluntary	Quits	Reg
Termination	Deceased	Termination because the faculty/staff member is deceased, Date of Death must include the month, day, and year of death.	Voluntary	Other	Reg/Temp
Termination	Declined Appointment	Faculty/staff members decided not to accept a previously accepted employment invitation at this institution prior to its beginning.	Voluntary	Quits	Reg
Termination	Discharged	Staff member is terminated from employment by a decision of the University. Normally used after a staff member has committed an act of misconduct or insubordination after which employment cannot be continued.	Involuntary	Discharge	Reg/Temp
Termination	Dissatisfied With Salary	Faculty/staff member resigned because he/she is dissatisfied with his/her salary	Voluntary	Quits	Reg
mination	End Of Recall Rights	Termination following completion of Layoff Period. Also known as a Reduction in Force (RIF)	Involuntary	RIF	Reg

Termination	Expectations Not Met	Unable to perform requirements of job duties.	Involuntary	Quits	Reg
Termination	Family Responsibility	Resigned because of inability to maintain employment relationships due to family circumstances beyond control which require time and attention.	Voluntary	Quits	Reg
Termination	Funds Exhausted	Terminated because of lack of funds. Not used to put employees on layoff.	Involuntary	Other	Reg
Termination	Future Plans Unknown	Resigned from The University for unknown reasons.	Voluntary	Quits	Reg
Termination	No Return From A Leave	Termination of faculty/staff member following completion of Leave of Absence due to non-return, after notification that leave is expiring.	Voluntary	Quits	Reg
Termination	Other Reasons	Temporary appointments only use this when there is no other applicable reason available.	Voluntary	Other	Temp only
Termination	Post Retirement Appointment	Appointment following retirement, as approved by the Regents, has been completed. Not normally used for non-instructional staff.	Voluntary	Retirement	Reg
Termination	Probationary Period Discharge	Staff member is terminated from employment during probationary period.	Involuntary	Discharge	Reg
Termination	Quit Without Notice	Terminated without giving any notice or proper notice to the department. Proper notice is defined as not less than two weeks.	Voluntary	Quits	Reg/Temp
Termination	Relocation	Faculty/staff member resigned because he/she is moving away.	Voluntary	Quits	Reg/Temp
Termination	Returning To School	Resigned in order to continue or return to school.	Voluntary	Quits	Reg/Temp
Termination	Schooling Completed	Resigned due to completion of schooling, normally at this institution.	Voluntary	Quits	Reg/Temp
Termination	Suitable Job Declined	RIF faculty/staff member terminated because he/she refused to accept a job offer that met the criteria of "suitable" according to the Standard Practice Guide.	Voluntary	Quits	Reg
Termination	Transportation Difficulty	Unable to acquire reliable transportation.	Voluntary	Quits	Reg
Termination	Work Schedule	Resigned due to work schedule issues.	Involuntary	Discharge	Reg

