

DIOCESE OF DALLASCATHOLIC SCHOOLS OFFICE**
EMPLOYEE TERMINATION/REPLACEMENT FORM

Employee's Name: _____

of _____ School (indicate one)

has been terminated _____ or has taken a temporary leave of absence _____.

His/her last day of employment was on: _____ (mm/dd/yy).

If employee is on temporary leave of absence, expected date of return: _____

If employee terminated, give reason: _____

Broke contract (teachers only): Yes _____ No _____ Released from contract? _____

(Teachers who break contract are no longer eligible for employment in diocesan schools.)

Would you rehire this employee? Yes _____ No _____

The employee has been replaced by: _____

whose beginning date is: _____ (mm/dd/yy). Starting salary is: _____

His/her teaching/work assignment is: _____

Additional Comments: _____

Please return Employee Replacement Form with a personnel card for the new employee to the CSO. Designate the full beginning date (Example: 10/2/07) on the new employee's card. If the new employee was a former employee in the Diocese of Dallas, call the CSO and request that the employee's inactive personnel card be reactivated. **This replacement form is to be used for employees hired after the opening day of school.**

REMINDER: When completing the personnel card, do not list employment service outside the Diocese of Dallas.