

INSTRUCTIONS FOR COMPLETING FORM C.10 (B/C)

Guide for Part (C) – Employees leaving this month.

Reasons:-

Quits

- Voluntary resignation
- Abandonment of job

Layoffs and Dismissals -

- Layoffs
- Dismissals
- Terminations of permanent, part-time or short-term, or seasonal employees

Other

- Contract end
- Retirements
- Transfers from this location
- Employee Disability
- Deaths