



Termination/Separation Checklist

Employee Name: Julion Pinon

- Request Badge
- Remove personal items from locker or break room
- Last paycheck/PTO payout
- Documents signed by employee
- Disciplinary Paperwork and attached documentation
- Notify employee "Inactive employees are not allowed on Reichel Foods property"

Preparer Signature

Kelsey A. Akkitt

Date: 4-11-11

HR Manager Signature

[Signature]

Date:

4/11/11

April 6, 2011