

Action/Reason for Layoff/Termination

Action – Action Definition	Reason - Description	Reason Definition
Termination Use Termination Action when employee does not have layoff rights.	Layoff No Right to List (LNL)	Use when an employee is laid off without rights to be put on the layoff list.
	Layoff Severance Program < 3 Yrs Svc. (SEV)	Use when the reason of termination is Layoff Severance with less than three years of service.
Termination with Benefits (Term w/Ben) Use for employees who terminate with special layoff/severance agreements.	Layoff Severance Program ≥ 3 years Svc (SEV)	Use when termination is due to Layoff Severance with service greater than or equal to three years.
Layoff Use when an employee is put on the layoff list due to the job being discontinued.	Job Discontinued – Layoff List (JDS)	Use when a job discontinued. Employee is on the layoff list.
	Failed Probation – Layoff List (FPL)	Use when an employee does not pass a subsequent probationary period and is placed on the layoff list, their previous position doesn't exist, or they chose not to bump back to their previous position. Employee is on the layoff list.
	Seasonal Closure ≤ 3 mo. (SEA)	Use when job is discontinued due to a seasonal closure for less than or equal to three months. Employee not on layoff list.
	Seasonal Closure > 3 mo. (SEG)	Use when job is discontinued due to a seasonal closure for more than three months. Employee not on layoff list.

*** These are for *Layoff Actions* only***