

**Termination from Probation Request**

Today’s Date:

Please process termination for probation for:

Employee Name: XXXXX

Employee ID#: XXXXX

Reason(s) for request: i.e. lateness, poor attendance, failure to follow Policy & Procedures

Probation end date: XXXXX

Be sure to include any memo(s) of when a conversation was had with the employee regarding their attendance or behavior.

Also include TPERS if the issue is attendance.

Please send request for termination from probation to your assigned Labor Relations Officer and Girna Mendez-Adkins, [gmendezadkins@philasd.org](mailto:gmendezadkins@philasd.org) as well as any questions or concerns.

Thank you!

Office of Employee Relations