

Employment Separation Notice

As the Common Law Employer, you are required to notify Palco of separation of employment. Failure to notify us of such events increases the chances of fraudulent claims filed on your behalf, which could present penalties under the U.S. False Claims Act, as well as potentially impact the participant's benefits.

Complete this form if the SSP named no longer works for you. Submit to Palco within 24 hours of separation. This form must be completed to the best of your ability to enable Palco to comply with important state employment laws on your behalf.

REQUIRED INFORMATION	
SSP Full Name	SSP ID
CLE Full Name	CLE ID
Last Day Worked (mm/dd/yyyy)	
Primary Reason for Separation	
<input type="checkbox"/> Worker resigned.	
<input type="checkbox"/> Worker failed to report to work for _____ shifts.	
<input type="checkbox"/> Worker was dismissed for poor attendance.	
<input type="checkbox"/> Worker was dismissed for poor performance.	
<input type="checkbox"/> Worker was dismissed for other reason: _____	

CLE Signature

Date