|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |       |       |   |  |
|  | **FIRST NAME** | **LAST NAME** | **M.I.** |  |
|  |   |  |  |
|  | **PROPERTY** |  |  |  |
|  |       |       |  |  |
|  | **DEPARTMENT** | **EMPLOYEE #** |  |  |



 **ASSOCIATE ACTION**

**FORM**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **TRANSFER / JOB CHANGE / RETURN FROM LOA** |
|  |  |  |  |
|    /    /      |  |       |       | $      |
| **EFFECTIVE DATE OF CHANGE (MM/DD/YYYY)** |  | **OLD POSITION** | **OLD STATUS** | **OLD RATE OF PAY** |
|  |  |       |       | $      |
|  |  | **NEW POSITION** | **NEW STATUS** | **NEW RATE OF PAY** |
|  |  |  |
| **STATUS OPTIONS:** | **Full Time >30 Hrs/Wk** | **Part Time <30 Hrs/Wk** | **Temp/Seasonal <90 Days** |
|  | **Full Time Union** | **Part Time Union** | **Casual <8 Hrs/Wk** |
|  |  |  |  |
|  |  |  |  |
| **TIME AWAY FROM WORK & OTHER** |
|  |  |  |  |
|  | [ ]  **S.T.B.H.** |  | [ ]  **Incentive: $**      | [ ]  **Other:**       |
| [ ]  **Vacation:** | [ ]  **Sick Pay:** | [ ]  **Bereavement:**  | [ ]  **Opting Out of Duty Meal Benefit**  |  |  |
|       |       |    /    /      |
| **DATE(S) REQUESTED** | **# OF DAYS TO PAY** | **DATE TO BE PAID ON (MM/DD/YYYY)** |
|  |  |  |  |
| **CHANGE OF PERSONAL INFORMATION** |
|  |  |  |  |
|       |       |       |
| **NEW STREET ADDRESS** |  | **CITY** | **POSTAL CODE** |
|  |  |  |  |
| (     )     -      |       |  |  |
| **PHONE NUMBER** | **EMAIL** |  |  |
|  |  |  |  |
|  |  |  |  |
| **TERMINATION OF EMPLOYMENT** |
|  |
|    /    /      |    /    /      |
| **TERMINATION DATE (MM/DD/YYYY)** | **LAST DAY WORKED (MM/DD/YYYY)** |
|  |  |
|       |
| **TERMINATION REASON** |  |
|  |  |
| **HOTEL PROPERTY / UNIFORM RETURNED?** [ ]  **Yes** [ ]  **No (if no, deposit will not be returned)** |
|  |  |
|  |  |    /    /      |  |
|  | **ASSOCIATE SIGNATURE**  | **DATE (MM/DD/YYYY)** |  |
|  |  |    /    /      |  |
|  | **MANAGER SIGNATURE** | **DATE (MM/DD/YYYY)** |  |
|  |  |    /    /      |  |
|  | **APPROVING MANAGER SIGNATURE (IF REQUIRED)** | **DATE (MM/DD/YYYY)** |  |
|  |  |    /    /      |  |
|  | **PAYROLL SIGNATURE** | **DATE (MM/DD/YYYY)** |  |