

WECA Apprentice Return Slip (ARS)

Apprentice Name:Sepa	ration of Employment Date:	Employee Notified; Y/N: Eligible for Rehire; Y/N: Verifying Representative:		
Apprentice Wage Rate:	Company Name:			
Return reason definitions: • Layoff - No work available, work that	,	☐ Return For Cause (No point deduction)	☐ Quit (Point Deduction)	☐ Termination (Point Deduction)
available requires a higher skill set, etc. For example, you have a 1st year apprentice, but only work you have available involves Moto No points deducted from the apprentice's pobalance. • Return for cause – Poor performance/viola of company rules have been observed, but apprentice was not given the chance to improve No points deducted from the apprentice's pobalance. • Quit - Quit employment, abandoned job, or refused to report to work as assigned. Point deduction from the apprentice's point balance varies by program. • Termination - Violation of company rules. Poor performance observed has been discuss with the apprentice and after given the chance the apprentice's performance has not improve or he/she continued to violate company rules. Point deduction from the apprentice point	ice, but the es Motors. ice's point	☐ Apprentice does not yet possess the skill set for their level ☐ Poor performance ☐ Violation of company rules ☐ Failed Background Check ☐ Other ☐ Other	☐ Abandoned Job ☐ Apprentice told company rep. he/she quit or plans to quit ☐ Other	☐ Poor performance ☐ Violation of company rules ☐ Attendance ☐ Failed Substance Screen ☐ Other
	discussed he chance, Additional communication in the chance of the chanc	ments:		

You must complete and email this form back to Richard at rmeek@goweca.com within 3 Business Days of <u>last day worked</u> or WECA will <u>not</u> take disciplinary action against the apprentice. The ARS will be filed in the apprentice's file for their review.

balance varies by program.