

AVIS DE DÉPART

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nom / prénom | |  | Matagami |  | Chibougamau | |  | | | | |
| Titre d’emploi | |  | Radisson |  | Km 381 | |  | | Km 257 | |  |
| Service / Direction | |  | Date d’embauche | | |  | |  | |  |  |
|  | | | aaaa | | mm | | JJ |  |
| Dernier jour travaillé | | |  | |  | |  |  |
|  |  |  |  | | | aaaa | | mm | | JJ |  |

RAISON DU DÉPART *(Renseignements conformes au formulaire de relevé d’emploi du DRHC)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | Manque  de  travail |  | B | Grève  ou  Lock-out |  | C | Retour  aux  études |  | D | Maladie  ou  blessure |  | E | Départ  volontaire |  | F | Grossesse |  |
| G | Retraite  avant  65 ans |  | H | Travail  partagé |  | J | Formation  en  apprentissage |  | L | 65 ans |  | M | Congé-  diement |  | N | Congé |  |

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| K | Autre *(expliquez)* |  |
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ÉVALUATION DU RENDEMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Excellent |  | | Bon |  | Passable | | |  | Sujet à réemploi | | Oui | |  | | Non | |  | |  |
|  | Remarque | |  | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | |
|  |  | | | | | |  |  | | | Date | |  | |  | | | |  |  |
|  | |  | |  | |  | |
|  | Signature du supérieur immédiat | | | | | |  | Signature du directeur | | |  | | aaaa | | mm | | JJ | |  | |

ESPACE RÉSERVÉ AUX RESSOURCES HUMAINES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| L’employé doit remettre | | Carte d’appel | |  | Clés | |  | Véhicule | |  | Équipement informatique | | | |  | Autre | |  | | | | |  |
|  |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | | |
| Reçu par |  | | | | | | | | | | | | Date | | | | |  |  | |  |  | |
|  |  | |  | | |  | | |  | | |  | | | | | | aaaa | mm | | JJ |  | |

**ORIGINAL :**  Aux Ressources humaines **COPIE** : À l’employé  *(Cochez si copie reçue)*

Décembre 2002