SABILITY
HUMAN CAPITAL CONSULTING

# USER GROUP SESSION SUMMARY

*Best Practices*
*for Canadian Terminations*

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## OVERVIEW:

This User Group session focused on best practices for administering Canadian terminations. Sability's presenters, Kimberley Fiume and Andrew Mise, shared their knowledge on the legislative landscape, a step-by-step best practice approach, termination terminology, tax categories, and much more.

## SUMMARY:

Upon termination, individuals should review the termination package to understand payments, extension of benefits, additional arrangements, and if the employee-employer relationship is severed or remains intact. Multiple types of payments may be issued at termination, and some discretionary payments may qualify as a retiring allowance if the employee-employer relationship has been severed. With several payment types, it is important to know that each type may have specific withholding and reporting requirements so proper tax configuration to ensure compliance with statutory withholding and reporting rules. Additionally, completing a Record of Employment (ROE) form is essential as it provides information on employment history and is used to apply for Employment Insurance (EI) benefits.

## STEP-BY-STEP BEST PRACTICE APPROACH:

1. Thoroughly review the termination package.
2. Categorize the payments.
3. Qualify and prepare the payments/updates.
4. Complete the Record of Employment (ROE) form.

## PRESENTERS

**KIMBERLEY FIUME**
Sability Director, Best Practices & Compliance

**ANDREW MISE**
Sability Consultant

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## CONTACT US:

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## USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com