



Member Change of Status / Early Exit Form

This form should be completed and placed in the member file when a member's status changes. Any further status changes should be tracked on this same form in the additional fields.

Member Name	Grant Year

Date Status Changed*: _____

NEW STATUS			
Suspended	Reinstated	Exited Early	Reduced Time
Reason Suspended: Compelling Personal Circumstance* Disciplinary action Member is unable to serve any hours during full pay period Grievance filed	Reason Reinstated: Member released to return to service** Member is returning from disciplinary action Member is returning from period when unable to serve during full pay period Grievance is resolved with finding in member's favor	Reason Exited: Compelling Personal Circumstance** Cause: Dismissal Cause: Resignation	Reason Reduced: Reduced to: Half time Reduced half time Quarter time Minimum time

**Effective date that the change took place (last day hours were earned, or date service resumed)*

****Must be documented**

Change of Status Communicated to Nevada Volunteers
 Documentation is in file (medical documentation is kept separate from member file)

Program Director Signature: _____ Date: _____

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