



## 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: \_\_\_\_\_

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: \_\_\_\_\_

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

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

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_