ORTIZ LAW OFFICE, INC.

CALIFORNIA EMPLOYMENT LAWYERS • WE ONLY REPRESENT EMPLOYEES

Just Fired? Your First 72 Hours

A checklist for California employees — what to do before you sign anything

- [ ] **Don't sign anything yet.**
  A severance agreement is a contract giving up your right to sue. You have time to have it reviewed.

- [ ] **Write down the timeline while it's fresh.**
  Who fired you, the reason given, exactly what was said, and names of witnesses.

- [ ] **Note what happened right before.**
  A complaint to HR? Medical leave? Disability or pregnancy disclosure? Reporting wrongdoing? Timing is evidence.

- [ ] **Request your personnel file and pay records — in writing.**
  California law requires your employer to provide them within strict deadlines.

- [ ] **Check your final paycheck.**
  All wages plus unused vacation/PTO are generally due on your last day. Late pay can mean penalties owed to you.

- [ ] **Preserve your evidence — legally.**
  Offer letter, reviews, pay stubs, personal texts and emails. Do not take confidential company documents.

- [ ] **Stay off social media.**
  Anything you post about your boss or the company can become an exhibit in your case.

- [ ] **File for unemployment right away.**
  Being fired does not automatically disqualify you. Apply with the EDD promptly.

- [ ] **Talk to an employment lawyer — fast.**
  Some deadlines are as short as six months. Waiting costs evidence and leverage.

Free, confidential consultation — no fees unless you win

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