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| Separation  | **Last Revision:** | May 2020 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Palliation Choices
* Independent Life at Home
* RightHealth®
* THA Services
 |
| **Included in the following THA Manuals:** | Administrative Policies & ProceduresTalent Management |

### PURPOSE

To ensure proper continuation of care for our patients, it is requested that all employees submit a written resignation providing at least three-weeks notice.

### POLICY

When an employee decides to leave for any reason, his or her leader and/or the Talent Management department would like the opportunity to discuss the resignation before final action is taken. The Company often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Company with a written three-week notice. PTO cannot be used to supplement your notice period; no time off will be granted after notice has been given. PTO will not be paid out during the notice period for time off that was granted prior to the notice being submitted and consideration for extending the notice period for preapproved time off may be requested. If you miss any time off during your notice period whether related to illness or other, you will be unable to use PTO.

The Company will compensate employees for 50% of the unused Paid Time Off (PTO) when the employee has completed one year of service and works throughout the required three-week notice period and is not terminated for gross misconduct or cause; otherwise, unused PTO will be forfeited. PTO Plus Bank funds will be forfeited for all separated employees. If, as sometimes happens, the employee’s leader wishes for the employee to leave prior to the end of the employee’s three-week notice, the employee may be paid for the remainder of that period.

Insufficient notice may render an employee ineligible for rehire.

On occasion, an employee may wish to revoke the notice of resignation. Revocation of the resignation notice is treated on a case-by-case basis; leaders should consult with the department of Talent Management. There is no guarantee that the employee may return to the same position or any position at all.

### PROCEDURE

**Employee:**

* Initiates a conversation with his or her Leader and/or Talent Management to discuss the resignation.
* If after the discussion and full consideration the employee decides to leave, employee submits written notice of resignation to their leader at least three weeks in advance.
* Arranges for return of all Company property to appropriate office, such as; cell phones, laptops and accessories, uniforms, identification cards, keys, manuals, tote bags, supplies, trunk stock, vehicles, etc.
* Arranges for repayment of any loans with appropriate Company office.
* Contacts the department of talent management to determine benefits coverage after separation. Arranges for continuing coverage (COBRA) if necessary.

**Leader:**

* Confirms resignation in writing with employee.
* Provides the written resignation to the department of Talent Management so that an exit interview can be completed.
* Advises employee that all Company materials should be returned prior to effective date of separation.
* Collects keys, identification card, computer passwords, and documentation where appropriate, and other Company property from separating employee and returns it to the headquarters office to be processed and put back into inventory.

**Department of Talent Management:**

* Verifies forwarding address with the employee and places in the personnel file.
* Prepares *Separation Form* and forwards to the Payroll Department and IT Department.
* Sends notice of benefits status, if applicable.
* Advises employee of their right to continued medical coverage (COBRA).
* Conducts exit interview with employee.

**IT:**

* **Updates all hardware and software, including but not limited to, email, EMR, scanners, phones, etc.**

**Payroll:**

* Upon receipt of a completed *Separation Form*, a check is prepared by the payroll office which includes any final salary payments and eligible unused PTO balance.
	+ Employee receives payroll check as scheduled.
	+ Employee receives any eligible PTO balance payout as a separate check on the next scheduled payroll.