

RESIGNATION, LAYOFF, DISCHARGE

Your employment with Challenge is "at-will" and entered into voluntarily. You are free to resign at any time, for any reason. Similarly, Challenge is free to conclude the employment relationship at any time. Staff members may be separated from employment with Challenge for reasons such as, but not confined to the following:

Resignation:

Employees are expected to give written notice of their intent to resign in order to receive accrued vacation benefits. The following time frames are appropriate.

All professional and direct support rehabilitation employees are requested to provide at least four (4) weeks notice. All administrative support and hourly employees are requested to provide at least two (2) weeks notice. **Resignation without proper notice will result in forfeiture of accrued vacation benefits.** In unusual circumstances, the President or Human Resources Associate may waive these requirements.

In order to provide continuity of service to the people we serve during a transition period, it is requested that vacation or personal days not be used during, or instead of the four-week notification period.

Accrued sick leave of more than two days may not be used during, or instead of any days during the notification period. Additional hours taken will be deducted from remaining vacation, or the calculation of severance pay. Vacation time that has been used, but not earned will be deducted from the employee's final paycheck.

Employees who are absent from work for three consecutive days without cause or notice to the organization will be considered as having voluntarily resigned.

Layoff:

All positions at Challenge can be subject to layoff due to economic or business changes. Certain positions are particularly subject to layoff related to the local academic calendar and may or may not be called to return to work. Individuals on layoff are not eligible to use benefit time during periods of layoff. Staff on temporary layoff may retain health, dental and life insurance provided they continue to pay for their portion of the benefit. The layoff date will be determined as the day after the employee's last day of work.

Discharge:

An individual's employment may be discharged in accordance to the progressive disciplinary policy.

Separation Pay

Pay for earned, unused vacation leave at the time of discharge will be added to the final paycheck for all staff members who have conformed with the separation policies of the organization, and have been employed beyond the trial period. However, Challenge reserves the right to pay or not to pay benefits to separating employees. Unused vacation leave will not be paid in excess of one (1) year's entitlement. Employees who leave Challenge are required to return keys, credit or telephone cards, and other property of Challenge. Any outstanding debts shall be paid by the employee before separation.