

Resigning Staff Procedures

Staff who have submitted a resignation may have many questions regarding benefits, procedures and what will happen during their last few weeks of employment. This is a guideline that will help staff make the transition as smooth as possible.

Staff will also need to schedule an appointment with Human Resources for an exit interview. This informal interview is to explain what will happen to staff benefits and also to voice any concerns or suggestions that they may have to make Challenge a better place to work.

Below is Challenge's policy which highlights staff's expectations upon resignation. Each department will have its own expectations and it is staff's responsibility to discuss this with their manager.

Resignation

Employees are expected to give written notice of their intent to resign. The following time frames are appropriate.

All professional and direct support rehabilitation employees are required to provide at least four (4) weeks notice. All administrative support and hourly employees are required to provide at least two (2) weeks notice. 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. Resignation without proper notice will result in forfeiture of vacation benefits.

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

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.

Reviewed December 20, 2011