

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-027

SUBJECT: Resignation

EFFECTIVE DATE: January 1984

Policy:

Employees are required to give a minimum of 2 weeks written notice of resignation to their immediate supervisor. Administrators, directors, coordinators, residential supervisors, nurses and managers are required to give at least 30 days notice of resignation.

Procedures:

1. The written resignation must be submitted noting the projected last day of work. The supervisor must sign and date it and, at the earliest possible time, submit a Termination Performance Action Form through Paycom.
2. Any employee who is resigning will receive his/her final pay no later than the first regularly scheduled pay day (for the pay period in which the employee's last day occurs).
3. An exit interview will be conducted for each departing employee unless the employee declines or the supervisor cannot schedule a time to conduct the interview for reasons beyond his/her control. An employee may fill out the exit interview form instead of a face-to-face interview. An exit interview form may also be mailed to the employee. If the employee declines to participate in either format the supervisor may fill out the information based on his/her knowledge of the situation. The form will then be sent to the HR Director to be used in retention analysis and retained in the employee's records in Paycom.
4. Employees who have resigned after giving proper notice will be eligible for payment of any vacation earned, but not taken prior to their resignation. Employees who quit without giving required notice will not be eligible for termination benefits of unused vacation.
5. Should an employee leave without the minimum notice, a written notation will be made in their file and, that person will be considered ineligible for re-hire.
6. Staff may not substitute vacation or sick leave to fulfill their notice period. Abuse of sick leave that occurs during an employee's notice of resignation period will result in loss of payment for unused vacation hours (per policy 03-020, procedure #12), and may result in a loss of eligibility for rehire and an unfavorable termination standing.
7. It will be the responsibility of the departing employee's supervisor to fill out the "New or Separated Employment Information" form if the employee had access to the computer system or was assigned a phone number. A copy of the form should be submitted to MIS, Office Manager, and the HR Assistant. They will then delete the employee from their respective systems.