

# Resignation Policy

## Objective

Although Labette Center for Mental Health Services, Inc. hopes that employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

## Procedures

- Notice of resignation. Non-licensed employees are encouraged to provide two weeks' notice to facilitate a smooth transition out of the organization. For licensed employees Medicaid's acceptable practice is thirty days' notice due to the therapeutic relationship with a client. If an employee provides less notice than requested, the employer will deem the individual to be ineligible for rehire and accrued but unused vacation will **not** be paid out.
- Form of resignation notice. All resignations must be confirmed in writing and must include the reason for leaving and the effective date.
- Management reserves the right to provide an employee with two weeks' pay instead of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.
- Resignation for failure to report to work. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or human resources the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day. The employer may deem the individual to be ineligible for rehire and accrued but unused vacation will **not** be

paid out depending on the circumstances. Nothing in this paragraph is to violate the ADA.

- Rescission of resignation. Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.
- Eligibility for rehire. Employees who resign in good standing under this policy and whose documented performance is average or above under the organization's performance management system will be eligible for reemployment. Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment will be treated as new employees for purposes of benefits.
- Reporting of employee departures. All departing employees, regardless of the circumstances surrounding their departure, will be reported to all staff. This is for the purposes of security and HIPAA regulations.
- Exit meeting. Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned. Employees who fail to return any company property, including keys, credit cards, I.D. badges, proxy cards, cellular phones, laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Labette Center for Mental Health Services, Inc.
- Forwarding address and final pay. Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address on the next payday unless state law or other procedures dictate otherwise. Accrued but unused vacation will be paid out consistent with the company policy and state law requirements.