



Section 10: **Employee Resignation**
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Performance Driven. Patient Oriented.

Employee Resignation

- Notice of Resignation
- Exit Interview

Notice of Resignation

In the event you choose to resign from your position, we ask that you give us at least two weeks' notice to be eligible as a future rehire. We need time to arrange for a replacement and to finalize your paycheck. The Company will deduct the value of the missing Company Property from your final paycheck (as allowable by law), and will not reimburse this amount to you until you return all Company property. Circumstances surrounding any employee's departure, as well as their position and knowledge of operations, may warrant the immediate termination of employment.

Exit Interview

While employed, you had an opportunity to observe and participate in our exit interview process. We would like to learn from your experiences, as we are always trying to improve. You will be given the opportunity to complete an exit interview during your resignation period. This can be done in person or via phone with Human Resources. This interview will also provide you with the opportunity to resolve any questions of compensation, insurance continuation, return of Company property, or other related matters.