

TERMINATION 2.06

I. PURPOSE

This policy is designed to provide employees with guidelines to terminate their employment relationship fairly and consistently.

II. AT WILL EMPLOYMENT

- A. Employees are employed at the will of the corporation and are subject to termination at any time, for any reason, with or without cause or notice. Employees may elect to terminate their employment at any time and for any reason.
- B. "For any reason" is defined as those reasons which do not violate state and/or federal statutes.
- C. No policy, procedure, handbook, form, or memo issued by Allied Services shall create a contract concerning any terms or conditions of employment. Only the President of Allied Services has the authority to enter into a written instrument providing for an employment relationship other than employment at will.

III. TERMINATION OF EMPLOYMENT

Should employees terminate employment, their supervisor is responsible for immediately informing the Human Resources Department by completing a Confidential Form and sending along with it any other related documentation.

A. Voluntary Resignation

Employees terminating their employment are required to provide written notice to their supervisor.

- 1. Professional, management, exempt (salaried) positions and licensed clinical employees, e.g., Registered Nurses, Licensed Practical Nurses, Therapists, etc., must provide four (4) weeks' notice, and thereafter work through the notice period, in order to be eligible to receive payment of accrued, unused vacation.
- 2. Non-exempt (hourly) positions, e.g., Nurse Aides, Resident Assistants, etc., must provide two (2) weeks' notice, and thereafter work through the notice period, in order to be eligible to receive payment of accrued, unused vacation.

3. These notice periods may be modified for internal candidates seeking to transfer between departments/divisions of Allied Services.

B. Position Elimination/Layoff

Position elimination and layoff guidelines are outlined in Allied Services' Seniority Policy. Employees separated due to a position elimination/layoff will receive payment for accrued, unused vacation time.

C. Involuntary Discharge

Allied has a variety of polices that cover specific infractions such as attendance, punctuality and tardiness, job performance issues and a comprehensive discipline policy. These specific polices offer guidance to employees and supervisors relating to those topics. None of these disciplinary policies are all inclusive and list each and every violation that may result in disciplinary action up to termination of employment. Employees who are involuntarily discharged due to misconduct or for violating Company policy (including attendance policies), will not be eligible for payout of accrued, unused vacation.

D. Retirement

Retirement guidelines and benefits are outlined in Policy 3.18 Retirement.

IV. COMPANY PROPERTY

Employees are required to return any company property (keys, ID badge, handbooks, manuals, etc.) to their supervisor on their last day of work.

V. BENEFIT TIME

- A. Benefit-eligible employees, who have successfully completed their initial evaluation period, are eligible to receive payment for all earned but unused vacation and holiday time upon termination of employment.
- B. A benefit-eligible employee, still in his/her initial evaluation period, is eligible to receive payment for accrued holidays only at the time of his/her termination, as set forth in Section III, above.
- C. During the required two (2) or four (4) week notice of resignation from employment period, sick time will not be paid for unscheduled absences, unless a physician excuse is provided to document the illness or injury. Also, unscheduled personal time will not be paid after employees notify their supervisor of their resignation.

VI. MEDICAL INSURANCE COVERAGE/CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

- A. Where applicable, Allied Services will continue to pay at the same rate for an employee's health insurance until the last day of the month in which that employee works or receives benefit time other than the final vacation/holiday pay-off. (See Policy 2.16 Seniority, for rules regarding laid-off employees.)
- B. When that health insurance coverage ends, employees may elect to pay for their own health insurance coverage under the terms of COBRA. Employees will be notified of the cost and length of COBRA coverage by certified mail.

VII. EXIT INTERVIEWS

Employees terminating employment should schedule a confidential exit interview with Human Resources. Information from these interviews will be used to identify areas of concern and track employee trends.

VIII. EMPLOYMENT VERIFICATIONS

It is the policy of Allied Services to verify only position and dates of employment when an employment reference is requested. All such requests must be directed and processed through the Human Resources Department.