THIS POLICY IS OPTIONAL

Termination Policy

If you choose to terminate your employment, it is anticipated that you will give your manager as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks’ notice, vacation, personal or sick days should not be used in lieu of notice. If you do not give two-weeks’ notice of your intent to leave the Company, you will not be eligible for reemployment at a later date and any accrued, unused vacation will not be paid out.

If the employee’s decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss it with their manager or the Human Resources manager before making a final decision.

At the time of your employment termination, a representative of the Human Resources Department will meet with you to conduct an exit interview. At that time, the details of your leaving will be discussed, arrangements for your final paycheck will be made and information regarding your insurance coverage and other information relative to your employment will be explained to you.

Employees must return all Company property, including identification cards, keys and manuals, to their supervisor or a Human Resources representative on or before their last day of work.