



## Separations from Employment

### **THIS POLICY**

Policy Number: 211

Effective Date: 08/01/2017

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### **REPLACES POLICY**

Policy Number: 211

Effective Date: 03/01/05

### **Statement:**

Separations from Wesley Woods Senior Living, Inc., are based upon the availability of work and/or funds, upon work performance criteria, and according to established policies and procedures related to separations. In no event shall such decisions be based upon race, color, national origin, religion, sex, age, handicap or veteran status.

### **Authority and Accountability:**

Facility management shall have the authority, responsibility, and accountability for separations occurring within their worksites. Separations involving discharges or reduction in force must be approved by Human Resources and the President/CEO. Facility management must complete the appropriate "Personnel Action Form" (PAF) through PayCom and submit to Human Resources within one week of receiving final notification of the employee's separation.

### **Types of Separations:**

Wesley Woods recognizes the following types of separations from employment: resignation, end temporary employment, end leave of absence status, reduction in force, job abandonment, inability, discharge, retirement and death.

**Resignation** – Resignation is a separation from employment by a voluntary action of the employee. Management is required to indicate the specific reason and explanation for all resignations when completing the Personnel Action Form, (see Policy 211). Supervisors should ask for a resignation letter from the employee to document the resignation. This letter should always be submitted to HR as part of the employee's personnel file.

**Job Abandonment** – In cases where an employee does not report to work for 3 days and does not communicate directly with the department as to his/her whereabouts or intentions regarding the job, the employee is considered to have voluntarily separated for job abandonment (voluntary resignation without notice.). A supervisor should always document the dates and times they tried to contact the employee on the PAF.

**End Temporary Employment** – When a temporary (PRN) employee separates from employment due to end of the temporary assignment or unavailability to work, the employee ends the temporary employment.

**End Leave of Absence** – When an employee who is on authorized leave of absence and does not return, request or have granted an extension of the leave, they are separated for end of leave of absence.

**Reduction in Force** – Reduction in Force is a separation from employment due to lack of funds, lack of work, redesign or elimination of positions or reorganization with no likelihood or expectation that the employee will be recalled to work.

**Discharge** – Discharge is a separation from employment which results from unsatisfactory performance of job duties, unacceptable attendance patterns, and/or inappropriate behavior, (see Positive Corrective Action policy 501).

**Retirement** – Retirement is separation from employment in accordance with Wesley Woods Retirement policy.

**Death** – Upon notification of the death of an employee, the department must contact Human Resources, who will apprise the department of the required administrative procedures and other departmental responsibilities. Any monies due the deceased employee will be payable to the estate of the deceased under existing laws and coordinated through Human Resources.

**Exit Interviews**

Exit interviews will be conducted through an Exit Survey in PayCom and sent to the employee’s personal email. The survey is considered confidential (to only be seen by HR, Vice President of Operations and CEO/President).

No exit interview questionnaires or information will be placed in an employee’s file.

**Final Payments**

When an employee separates from employment, the employee shall receive the appropriate pay for all hours the employee worked through the effective date of separation in the final paycheck and for unused Comprehensive Leave hours the following pay period. No payment is made of unused Extended Illness Leave.

**Separation from the Community**

Once an employee has separated from the Community (for any of the above reasons), they may only return for visits with the approval of the community administrator. The approval should be granted at least 24 hours in advance of the visit. It is solely the discretion of the administrator to allow a former employee to visit the community for which they were once employed.

No employee should grant the visit of a former employee on the property without the pre-approval of the community administrator.

*Approved By: Terry Barcroft, President/CEO, Wesley Woods, Inc.  
Traci Montgomery, Human Resources Director, Wesley Woods Senior Living  
Last Date Reviewed: 09/01/07*