

Resignation of Employment

THIS POLICY

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REPLACES POLICY

Policy Number: 211
Effective Date: 10/01/93

POLICY:

It is the policy of Wesley Woods Senior Living, Inc., to require all employees who resign from employment to submit a written resignation to their immediate supervisor in a timely manner so as not to disrupt the operation of the department.

GUIDELINES:

1. All employees in non-exempt job classifications are expected to give a minimum of 2 weeks written notice of their intent to resign from employment to their immediate supervisor.
2. All employees in exempt and administrative job classifications are expected to give a minimum of four (4) weeks written notice of their intent to resign from employment to their immediate supervisor.
3. The notice of resignation must include the effective date of the resignation, the last day the employee intends to work their normal schedule, and any requests to use personal leave prior to the last day of work. The employee may not take **Comprehensive Leave or Extended Illness Leave** during this period without approval from their immediate supervisor.
4. Employees who do not serve out a satisfactory notice do not leave our employment in good standing and are not eligible for rehire.
5. ID Badges and Keys: (See Policy #310, Item 2).

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources
Date Reviewed: 11/01/02 Last Reviewed: 03/01/2007 Adair Maller, Director Human Resources*