

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Resignations

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Original Issue Date:

Number: HR- F.2

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Review Date:

Revision Date:

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Originating Department: Human Resources

Approved By:



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### **Purpose:**

Establish procedures for processing employee resignations.

### **Policy:**

Employees are encouraged to provide advance written notice of resignations, including the reason for the resignation and the employee's last day of work availability. Appropriate advance notice is:

Company Leadership (CEO, CNO, HR Director, Managers, Supervisors & Directors)	4 weeks
A position requiring licensure by a nationally recognized Association or governmental entity (RN, LPN)	3 weeks
All other personnel (C.N.A, DCP, EMT, Clerical, etc)	2 weeks

Adequate notice is essential for planning. In the event the employee's notice affects the Company's ability to schedule, the adequacy of the employee's notice shall be noted in the employee's file and may be considered in future employment decisions.

Failure to give the applicable notice in this policy will result in forfeiture of payment for accrued leave time (PTO).

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During the resignation notice period, employees may not have any unscheduled absences as payment of accrued leave time (PTO) will be forfeited.

The Company Chief Executive Officer may waive the required advance notice and allow the employee to work a shortened notice period without forfeiting the right to be eligible for rehire. In this circumstance, the Company is not obligated to compensate the employee for any time beyond which is actually worked, although the Human Resources Director should be consulted to determine if it is appropriate to pay the resigning employee for the requisite notice period as if he/she had actually worked in lieu of notice with the execution of a Separation Agreement.

Once tendered, a resignation may only be rescinded with the approval of the employee's immediate Supervisor/ Administrator.

### **FINAL PAYMENT:**

Payment of all wages and PTO must be in accordance with Company policy and all applicable laws and regulations. However, if an employee has outstanding authorized debts, the Company can recover such debts by withholding amounts owed for all unused PTO (as permitted by State Law) and paying the employee for any remaining hours worked on the final paycheck at the minimum wage rate.