

LAYOFF AND RECALL

Employees who provide direct care to program participants must satisfy state and federal training requirements. Oak Hill provides extensive opportunities through our professional training staff to meet these requirements.

If your employment is subject to training requirements and you fail to meet them, you will be placed on Work Restriction (meaning that you will be removed from the schedule and not offered work). You will then be notified of the dates and times you are required to attend training. You must punch in and out of your training session in order to be paid for this time. You must provide documentation evidencing your successful completion of training to your supervisor before your work restriction is removed.

If you do not attend a required training session, you will be laid off; your final paycheck and unemployment notice will be sent to you. Oak Hill will then post the position. Once laid off, Oak Hill will not pay for your training. You may be eligible for recall only if you complete your training (at your own expense).

Cross-reference: Compensation
 Separation from Employment

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