

SEPARATION FROM EMPLOYMENT

Applicability: This policy applies to all Oak Hill employees.

A. Voluntary Separation

If you intend to leave Oak Hill, it is important that you notify your supervisor. Direct care employees should give at least two weeks' notice; all other employees should give at least four weeks' notice. In addition, you must provide the Human Resources Office a written resignation, noting the date you are leaving and reason. This notice must be received by Human Resources in advance of your separation.

If you desire, you may schedule an exit interview with Human Resources to discuss the reasons for your separation.

If you intend to resign from regular employment but wish to remain eligible for substitute status, you must complete a Transfer Request Form. Such request will be considered as a part of the regular transfer process.

You must make arrangements with your supervisor to return all Oak Hill property either on or before your last day of work. Depending on your position, this property may include any or all of the following items:

- Cell phone
- Beeper
- Laptop
- Keys
- Facsimile machine
- Badge
- Flash drives or other data storage devices
- Any files/ paperwork/notebooks or records pertaining to program participants and the operation of Oak Hill programs

B. Involuntary Separation

Employees may be involuntarily separated under the following circumstances:

- Except for military leaves of absence, failing to return to work within one year of the commencement of an authorized leave of absence (this applies to: FMLA, workers' compensation leaves, leaves granted as an accommodation under state and federal disability laws, and all other authorized leaves of absence, unless additional accommodation is necessary as a "reasonable accommodation" based on the facts and circumstances of the need and extent of the leave;

- Commencing a “leave” without having provided supporting documentation to the Director of Compensation and Benefits regarding the reason for a leave of absence within the time period specified on the leave form;
- For non-union substitutes and per diem employees, failing to accept a work assignment for six months (the day after the last day worked starts the six-month clock);
- Failing to report to work for three (3) consecutive days without notification;
- For bargaining unit employees only, failing to return to work within fourteen (14) calendar days upon being recalled; and
- For bargaining unit employees only, being laid-off in excess of recall rights.

Employees who are involuntarily separated shall have 72 hours from receipt of notice of their separation to return any and all Oak Hill property. Employees may either deliver this property to Human Resources or make arrangements with their supervisor. In the event that such property is not returned within this time period without good cause, Oak Hill will take all steps necessary to retrieve its property, including the initiation of criminal charges when warranted.

C. All Separations

When you leave, any vacation pay due you will be prorated and paid in your final paycheck. If you have a balance of accrued but unused vacation, it will be paid to you with your final paycheck. Accrued but unused sick and personal time will not be paid out at separation.

Information on continuing medical benefits through COBRA will be provided to you through the Benefits office.

Cross-reference: Layoff
 Transfers
 Vacation Policy

Original policy: May 1, 2006
 Revision date: January 31, 2009

Revisions to this policy were approved on December 7, 2011
 This revised policy is effective December 23, 2011