

**EXIT MANAGEMENT GUIDELINES**

To understand more about policy, guidelines, procedure, and actions related to exiting Accenture employees, please refer to the following:

RESIGNATION

Accenture ensures that all resignations are dealt with professionally and efficiently, following Accenture Philippines' Resignation Policy.

These guidelines outline the company's resignation policy pursuant to article 297 of the Philippine Labor Code, which states:

“Termination by Employee – *an employee may terminate without just cause the employee-employer relationship by serving a written notice on the employer at least one (30) days in advance. The employer upon whom no such notice was served may hold the employee liable for damages*.”

**Logging of Separation in MyExit**



Logging for all exit requests including Permanent Country Transfer (P44), except GCP



Logging of separation for Temporary Assignment outside of Home Country (GCP – P750)

Your compliance to the Guidelines, Clearance Checklist, project RIRO, and policies referenced here is of paramount importance to ensure timely processing and clearance of your separation request.

1. Anyone who resigns from his/her employment with the company is required to provide a signed written notice of his/ her intention to resign at least thirty (30) days in advance to his/her project manager/ deal executive with a copy furnished to the Exit Management Team and log a separation notice in MyExit.
2. The 30-day notice commences once the employee informs in writing the Project Manager of resignation. It is important that the employee logs his separation in the system (MyExit) on the same day the written notice is filed.
3. The employee will be considered “NOT CLEARED” if the 30-day notice is not submitted and this will reflect in his/her Certificate of employment

In no case will the thirty (30) days advance written notice be waived unless the project engagement deems it appropriate to allow the employee to leave earlier than 30 days. The Project Manager should mark the person as “Cleared” in MyExit if the former agrees to waive the 30-day notice.

1. When the employee logs a separation request in MyExit, the Project Manager and the HR People Advisor are notified for validation of separation details. The MyExit sends out a memo (by e-mail) to the various functional teams informing them of the resignation. The representatives of these functional teams will log on MyExit to provide their clearance or input on the accountabilities of the employee (if any).

1. It is important for the Project Manager to provide approval in MyExit to trigger the clearance processing with the functional teams. This will avoid delay in the release of the leaver’s final pay.
2. For changes in the last day of the employee, the latter should ensure that his/her Project Manager is informed of the new date. The Project Manager upon confirmation of the new last day at work of the employee should reflect the change in date in MyExit timely. This will avoid untimely deactivation of benefits. i.e. HMO.
3. The Employee Connect Specialist will contact the employee for his/her exit interview. The interviewer will vary according to workforce and level.

1. The exiting employees should provide their latest contact details (e-mail address, mobile or landline number and permanent address) for updates in relation to pending clearance items, list of deductibles, release of separation documents and for future communications as part of the Accenture Alumni Network.

1. The employee may not take any Accenture, client, or other third-party confidential information when they leave Accenture. The employee must follow the provisions in his/her employment agreement as well as Accenture’s policies, including Global Policy 69 (Confidentiality), Global Policy 57 (Acceptable Use of Information, Devices, and Technology), Global Policy 91 (Intellectual Property), and Global Policy 1431 (Data Management), which further detail ownership of Accenture intellectual property and confidential information and your obligations to protect it. Those obligations continue to apply even after he/she leaves Accenture.
2. The employee must settle all accountabilities prior to his/her resignation date.

1. All Company property in the possession of the employee should be returned to Accenture thru its original issuer. Assets should be surrendered on or before his/her last day at work. Failure to return assigned assets will mean deduction from employee’s final pay.

1. The employee should ensure that all tasks on his/her project RIRO are complete and agreed to a Transition plan. Failure to comply may result in a “Not Cleared” status from his/her Project Manager.

1. The employee should submit his/her final time report in myT&E. The employee should make sure that his/her Project Manager approves his/her time report. The employee should elect a backup approver in case of his/her Project Manger’s absence to avoid delay in the processing of final pay. The back-up approver should be not be lower than a level 9 and should be part of the project the employee is currently in and has visibility over her attendance.

1. Final time report not submitted by the employee on his/her last day will result to a delay in the computation and release of his/her last pay.

1. All claims not filed after the resignation date will no longer be accepted. Employee should strictly observe the timelines and requirements outlined in the Clearance Checklist for possible claims to ensure its inclusion in the last paycheck.

1. The employee should settle any financial accountabilities s/he may have, e.g. commitment/ retention/ signing bonus, etc. on or before his/her last working day.

1. Unsettled monetary accountabilities will be charged thru the employee’s last paycheck. In case of insufficient funds to cover his/her liabilities, s/he will be given thirty (30) days from receipt of notice to settle his/her outstanding accountabilities.

1. If employee has not settled his/her liabilities after thirty (30) days from the date s/he is notified by Accenture, his/her case will be turned over to a collection agency for recovery. Those with outstanding liabilities will be marked as “Not Cleared” on their Certificate of Employment.

1. Effective date of resignation is the day following his/her last day of work. For instance, if the last day of work is March 6 (Friday), effective date of resignation is March 7 (Saturday).

1. For the purpose of reconciling accountabilities, the resigning employee’s payroll will be put on hold depending on the SED (Separation Effective Date) or Last Day + 1. The table below is an illustration of the hold pay timelines. This applies to those employees who have filed their resignation and whose separation was acknowledged by the Project Manager in MyExit greater than or equal to 30 days.

|  |  |  |
| --- | --- | --- |
| **SED** | **Salary Hold Effective Date** | **Illustration** |
| **(Separation Effective Date)** | **(All in Business days)** | **(All in Business Days)** |
| **Day 1 to 12** | 30th pay period | Resignation tendered: Aug 1,  August 15th salary will still be received  Last day at work: Aug 31  Salary Hold Effective date: August 31  Separation Effective Date (SED) September 1 |
| **Day 13 to 27** | 15th pay period | Resignation tendered: August 12  August 30th salary will still be received  Last day at work: Sept 12  Salary Hold Effective date: Sept 15  Separation Effective Date (SED) Sept 13 |
| **Day 28 to 31** | 30th pay period | Resignation tendered: August 27  September 15thsalary will still be received  Last day at work: September 27  Salary Hold Effective date: September 30  Separation Effective Date (SED) September 28 |

1. For resignations without complying with the notice period and/ or resignations effective immediately, employee’s payroll will be put on hold immediately.

Provided that the items / activities in the clearance checklist have been completed **no later than last day at work***,* clearance and final pay processing takes **30** calendar days from Separation effective date or Project Manager’s acknowledgement in MyExit whichever comes later.

1. Earned wages (including remaining days worked within the period prior to logging of resignation in MyExit OR submission of signed resignation letter) and cash equivalent of commutable benefits (e.g. prorated 13th month pay, unused vacation leave credits) will be part of the final pay. Similarly, accountabilities due and demandable from separated employee will be deducted from the final pay.

1. Vacation leave prior to resignation date (Terminal Leave) should be with prior approval of the supervisor.

1. **You will be notified through your personal email address once your final pay has been credited to your BPI payroll account.**

*Please ensure that your BPI account is kept active. If applicable, you will also receive notification of your liabilities with the company in case funds from your final pay is insufficient to cover for your unsettled accounts.*

1. **Your final pay documents** *(Final pay computation, BIR Form 2316 and Certificate of Employment)* **will be uploaded in MyExit dashboard 5-10 business days after your final pay has been credited.**

# Retraction of Resignation

If at any point in the process, you decide that you no longer wish to resign, please be guided by the following action points:

* Submit a retraction letter to your Project Manager for agreement and signature.
* Signed retraction letter must then be sent to Exit Delivery Team via [ExitManagementQuery@accenture.com](mailto:ExitManagementQuery@accenture.com)
* Exit Delivery Team must have received the PM signed and approved retraction letter via email on or before your last day. Retraction letters submitted after Last Day at Work will no longer be accommodated.

*Important note on payroll inclusion:* In cases of retraction of resignation, resuming the payroll account may happen on the following pay-period or up to the next pay-period. This is after the retraction is reported to Exit Management team.

# Communications on clearance matters upon separation

Please note that once separation has taken effect, you will lose all Accenture access rights.

For any related inquiry, e-mail [ExitManagementQuery@accenture.com](mailto:ExitManagementQuery@accenture.com).

For other concerns/clarification or all HR-related request prior to your resignation effective date, please log in through myRequests

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