**Employee Termination Policy**

**PURPOSE**

[Company Name] has a policy of handling employee terminations professionally and with minimal disturbance to the workplace, including both voluntary and involuntary terminations and terminations due to the death of an employee.

**SCOPE**

In the event of a probable separation of employment, this employment termination policy applies to all future or current workers of the company.

**AT-WILL EMPLOYMENT**

Employment with [Company Name] is voluntary, and the employee or [Company Name] may terminate it at any time, with or without cause, and with or without notice. Nothing in this policy should be construed to contradict, remove, or affect the employment-at-will status of [Company Name] personnel in any way.

**VOLUNTARY TERMINATIONS**

When an employee delivers a written or verbal notice of resignation, including intent to retire, to his or her supervisor, or when an employee is absent for three consecutive working days from work and fails to contact his or her supervisor, a voluntary termination of employment occurs (job abandonment).

**Procedures**

1. Employees must give a minimum of two weeks' notice of their intention to leave their position. The employee should give his or her management written notice of his or her resignation.

2. When an employee resigns, the management notifies the human resource (HR) department by delivering a copy of the resignation letter as well as any other relevant information (e.g., the reason for leaving, the final day of work).

3. The employee's exit from the organization will be coordinated by the HR department. The employee will be required to surrender all corporate property, have an exit interview, and have their post-termination benefits status reviewed.

4. Employees having a security clearance must have a debriefing with the security officer no later than their last day of work.

**INVOLUNTARY TERMINATIONS**

A management-initiated dismissal with or without cause is an involuntary termination of employment, which includes a layoff of more than 30 days.

**Procedures**

1. The employee's supervisor must request a review by the termination review panel, which comprises the president of [Company Name], a representative from HR, and the employee's department head, before any action is taken to involuntarily fire an employee.

2. The termination review board will examine the circumstances and determine if discharge is appropriate. The employee's boss and an HR representative will be notified if the board recommends discharge. The employee's management should fill out an employee change form and tell HR and payroll about the employee's last day of work.

**EMPLOYEE’S DEATH**

A termination due to an employee's death will take effect on the date of the employee's death.

**Procedures**

The employee's boss should immediately notify HR after getting notification of an employee's death.

1. All applicable beneficiary payments from the various benefit programs will be processed by the benefits administrator.

2. The dead employee's timecard should be sent to the payroll office by the employee's management.

**FINAL PAYMENT**

In accordance with state legislation, an employee who resigns or is fired will be paid until the final day of work, with any remaining paid time off (PTO), less any outstanding loans, advances, or other arrangements the employee may have with the employer. In the event of an employee's death, the employee's final salary will be provided to the departed employee's estate or as otherwise required by state law.

**HEALTH INSURANCE**

When an employee leaves or is fired, their medical, dental, and vision insurance coverage ends on the last day of the month. Employees will be responsible for paying their portion of the insurance premiums until the end of the month.

**ASSET HANDOVER**

Employees must return all business property, including uniforms, cellphones, keys, laptops, and identification cards, when they leave. Where state law allows, failure to return such goods may result in deductions from the employee's final payment. To deduct the prices of such things from the final paycheck, an employee must sign a wage deduction permission. In some cases, [Business Name] may pursue criminal charges if company property is not returned.

**EXIT INTERVIEW**

An employee who voluntarily resigns will be contacted by HR to schedule an exit interview on their last day of work.

**CRITERIA FOR REHIRE**

Employees who leave [Company Name] in good standing and with sufficient notice may be rehired. Former employees must go through the standard application and hiring processes, as well as meet all of the position's minimum qualifications and requirements, including any applicable qualifying exams. Unless required by law, rehired employees' past tenure will not be included when determining longevity, leave accruals, or other benefits.

Employees who are fired for cause or who resign in lieu of termination by [Company Name] are not eligible for rehire. Employees who resign without giving sufficient notice or abandon their jobs will not be considered for rehire.

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