
Separation by Resignation - Policy

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Introduction & Background

The Separation by Resignation Policy outlines the official procedures and guidelines for employees resigning from their position at Zignuts Technolab. This policy aims to ensure a structured and smooth transition for both the employee and the company, covering all key steps from the initial resignation to the final exit process. It ensures that the departure process is carried out in a systematic and organized manner.

This policy is intended to help employees understand the steps involved in their resignation, the responsibilities they must fulfill, and the support they will receive throughout the process. It is designed to protect the interests of both parties while maintaining operational continuity and fostering a respectful separation.



Separation by Resignation

Overview

It is a formal process through which an employee informs their employer and relevant authority that they no longer wish to continue in their current role and will be leaving the organization. Resignation is often accompanied by a notice period, during which the individual may assist with the transition, hand over responsibilities, and ensure a smooth departure.



Important Terms

Confidentiality Obligation

Even after an employee leaves the company, they are required to maintain confidentiality regarding any proprietary information, company secrets, or sensitive data they were exposed to during their employment. This includes any business strategies, client information, or internal processes. If this confidentiality is breached, it could lead to legal consequences, including potential legal action by the company.

Notice Period and Service Agreement Clause

The notice period is separate from service agreement. If an employee chooses to resign before completing the full duration of their service agreement, a penalty will apply as outlined in the agreement.

Notice Period Guidelines

Employees are not eligible to take any planned leaves during the notice period. However, sick or emergency leaves are permitted when accompanied by relevant documentation, as required under the company's leave policy.

The duration of the notice period will be extended if the employee chooses to take a leave of absence during the notice period. If the leave spans an extended period and affects the resignation and exit process, the notice period may be increased accordingly to ensure a smooth transition. The nature of such leave—whether paid or unpaid—will also be determined according to the

company's leave policy. For more details please review the company leave policy in HRMS.

Remote Work Restrictions

During the notice period, remote work arrangements are not allowed. All departing employees are expected to complete their duties on-site to ensure a smooth transition and handover process. For more details please review the company's remote work policy in HRMS.

Handover Obligations

Before the final working day, the departing employee must complete all assigned responsibilities and hand over any work-related documents, passwords, assets, and other materials.

Conduct and Professional Behavior

Employees in the notice period are expected to maintain a professional and positive work environment, cooperating with colleagues and supervisors. Any disciplinary concerns or violations of company policy during this time may result in corrective action.

Compliance with Company Policies

Employees are expected to adhere to all company policies and standards throughout their notice period.

Non-Compliance

Employees are expected to follow all terms and conditions outlined in the resignation and exit process. If an employee fails to follow these steps, it may lead to disciplinary action. Non-compliance could also affect the employee's final settlement, including deductions, and may impact future references from the company. It is important to complete each step as required to ensure a smooth exit process.

Please note that all other policies and documents remain unchanged. This means that aside from the updates mentioned here, all other company policies, rules, and documents continue to apply as they were before. Employees should continue to follow the existing guidelines in other areas, unless specifically stated otherwise.



Resignation Process

Step 1:- Pre-Resignation Consultation Process – Initial Discussion

When an employee is planning to resign, the first step is to have an **informal conversation with their team lead (TL) or manager or HR**. This discussion is a chance to openly share their thoughts and reasons for considering resignation. During this meeting, the employee can talk about any challenges they are facing, career goals, or changes they are looking for in their role.

The team lead and manager may also suggest options to help the employee address any issues or offer any support. This initial discussion helps both the employee and the company work together to find a positive path forward, whether that means staying in the role or planning for a smooth transition if they decide to move on.

Step 2:- Formal Resignation Process

After having an initial discussion with their team lead and manager, if the employee decides to move forward with resigning, they should **formally submit their resignation in the HRMS system and/or by sending an email to HR, copied to their supervisor and manager**.

To apply from HRMS, the employee can **login to HRMS, go to the My Profile section, and select Initiate Resignation**.

This step officially starts the resignation process and knows about the employee's decision to leave officially. Once the resignation is submitted, the concerned members will be notified to begin the planning for a smooth transition, any necessary handover and knowledge transfers or any next steps.

This formal submission is important because it ensures that everyone involved is informed and can support the employee throughout the remaining time in their role.

Step 3:- Service Agreement & Financial Dues

If the resigning employee is falling under **the terms of a service agreement or appointment**, they will need to settle any financial obligations related to this agreement. This means that they must **pay the required amount outlined in the respective terms of agreement within 10 working days of submitting their resignation**.

Once the payment is made, the employee should provide proof of payment to HR through the email or HRMS. This proof can be in the form of a receipt or payment confirmation.

Step 4: – Resignation Acceptance and Tentative Last Working Day Notification

After all financial dues are settled and confirmed by HR and Finance, the resignation will be accepted and further process can begin. The HR will notify about the employee's tentative last working day (LWD) upon resignation acceptance via email or HRMS. This is the date when the employee is expected to finish their work and officially leave the company. It ensures a smooth transition and allows the employee to fulfill all remaining responsibilities before their departure.

Step 5:- Notice Period

Employees are required to serve a **notice period of 60 calendar days or as defined by the given tentative Last Working Day (LWD)**. This notice period starts from the date when the resignation is submitted in HRMS. The company has the right to adjust the notice period if needed, based on operational requirements or mutual agreement with the employee.

If an employee wishes to adjust their notice period, they must discuss the request with their manager and HR. If the manager and HR agrees and approves the adjustment, revised last working day will be notified to the employee.

Step 6:- Handover Process

Following the above step, the employee's manager will begin the Hand Over Take Over (HOTO) process.

This process ensures that all the employee's tasks, projects, responsibilities, and ongoing work are properly handed over to another team member. It is

important that the HOTO process is completed successfully to ensure a smooth transition and avoid any gaps in work.

The manager will ensure that the designated colleague or successor understands what needs to be done and has all the necessary information, tools, and resources to take over the work smoothly. This process must be completed successfully to ensure that the employee's duties are properly transitioned before their last working day. The Handover Takeover (HOTO) process includes, but is not limited to, transferring responsibilities, sharing key

information, and ensuring all tasks are properly documented and handed off to the designated successor.

Handover Process Overview:-

→ Duties and Responsibilities Transfer

Before leaving, employees are responsible for ensuring that all their duties and responsibilities are handed over to the right colleague or successor. This includes transferring knowledge, sharing any important documents, and providing access to tools or resources needed to carry out the tasks. The employee should also brief the colleague on the status of ongoing projects, key contacts, and any relevant timelines. The goal is to ensure a smooth transition and prevent any disruptions in work after the employee's departure.

→ Completion of Pending Duties

Employees must ensure that all ongoing tasks, projects, and responsibilities are either completed or passed on properly before 7 days of their Last Working Day (LWD). They are expected to update their manager about the progress of any tasks that may have deadlines or need further attention. This includes providing details on pending work, handing over relevant files, and explaining any remaining tasks that need follow-up. This step ensures that nothing is left incomplete when the employee leaves.

→ Departmental Clearance

Before 3 working days of the employee's Last Working Day (LWD), the employee must obtain clearance from relevant departments, including IT, Finance, Admin, and HR. This should be done via email, ensuring that the team lead (TL), manager (MN), IT, Admin, and HR are all included in the same email thread. This means the employee must return any

company property (e.g., laptops, HOTO completion, access emails/cards, etc.) and confirm that all departmental obligations are met. Each department will check and confirm that everything is in order, which is necessary for the final exit process. The clearance also ensures that there are no pending administrative tasks that could delay the employee's departure.

Step 7:- Return of Company Property

On the employee's Last Working Day (LWD), all company-issued property must be returned to HR Dept. This includes items such as laptops, mobile devices, access cards, ID badges, keys, or any other equipment that was provided to the employee for work purposes.

The employee is required to return these items in person by visiting the office on their LWD. It is important that all items are returned in good condition. If any company property is not returned or is damaged, it may result in deductions from the employee's final settlement.

This step ensures that all company property is accounted for and that the employee's exit process is completed smoothly.

Step 8:- Full and Final (F&F) Settlement Process

Once the employee has completed their notice period, successfully handed over all responsibilities, obtained departmental clearances, and returned all company property, the final settlement will be processed during the next payroll cycle.

This settlement will include any unpaid salary, reimbursements for work-related expenses, etc.

However, if any obligations have not been fulfilled (such as returning company property or clearing financial dues or performance issues, behavior issues during notice period, etc.), there may be deductions from the final settlement amount.

This step ensures that the employee receives all payments owed to them while also confirming that all company policies and obligations have been met.

Step 9:- Exit Documentation

Upon the successful completion of the Full and Final (F&F) settlement process, the Human Resources department will proceed to issue the employee's relieving letter and experience letter and any other relevant paperwork. These documents will be provided to the employee within 14 days, as long as all other steps in the resignation and exit process have been completed.

To receive these documents, the employee must have successfully completed the handover process, returned all company property, cleared any financial dues, and obtained departmental clearances.



FAQs

1. What is the purpose of the Separation by Resignation Policy?

This policy ensures a smooth and structured transition for employees resigning from Zignuts Technolab, covering all steps from initial resignation to final exit.

2. How do I start the resignation process?

First, have an informal discussion with your team lead, manager, or HR. Then, formally submit your resignation in the HRMS system or by email to HR, with your supervisor and manager copied.

3. What is the notice period, and can it be adjusted?

The standard notice period is 60 calendar days, starting from the resignation submission date. Adjustments may be possible with approval from your manager and HR. For more details please refer to terms of separation by resignation policy.

4. Can I take leave during the notice period?

Planned leaves are not allowed. Sick or emergency leave may be taken if you submit relevant documentation, as per company leave policy. Such leave may extend your notice period.

5. Is remote work permitted during the notice period?

No, remote work is not permitted. All departing employees are expected to complete their duties on-site.

6. What are my responsibilities during the handover process?

You must transfer all tasks, documents, and resources to a designated successor. All responsibilities should be completed or passed on at least 7 days before your Last Working Day (LWD).

7. Do I need clearance from other departments?

Yes, obtain departmental clearance from IT, Finance, Admin, and HR at least 3 working days before your LWD to ensure all obligations are met.

8. What if I have unused leaves at the time of resignation?

Any unused leaves will be handled according to the company leave policy.

9. What happens if I don't return company property?

You must return all company-issued items on your LWD. If items are missing or damaged, deductions may be applied to your final settlement.

10. How will my final settlement be calculated if I resign before the end of the month?

Your final settlement will include salary for the days worked in the month.

11. When will I receive my final settlement?

Your final settlement, including unpaid salary and reimbursements, will be processed in the next payroll cycle after all obligations are fulfilled.

12. How and when will I receive my relieving and experience letters?

After completing the exit process, including the Full and Final (F&F) settlement, you will receive your documents within 14 days.

13. Can I rejoin the company after resignation?

Whether you can rejoin the company depends on the availability of suitable positions. If you're interested in reapplying, you can discuss it with your team lead (TL) or manager (MN) or HR or Talent Team when you intend to rejoin.

14. Can I rejoin the company after resigning and leaving Zignuts?

Rejoining the company after resignation is possible, provided it aligns with the organization's current needs and requirements. Each case is evaluated on an individual basis, considering factors such as available roles, your previous performance, and team dynamics.

Please note that if any penalties or dues that were paid during your previous resignation process, these are non-refundable and will not be reimbursed upon rejoining.

15. Can I revoke my resignation?

Yes, you can revoke your resignation as long as you are still actively employed with the company. To do so, you must formally communicate your decision to the HR department, your Manager, Team Lead, and the management team for approval and further processing.



Consequences of Policy Violation

Non-compliance with this policy may result in appropriate disciplinary actions.



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