



## Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

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### Property Manager Termination Procedure

- Once employee has resigned or been asked to separate from Sandstone Housing, the Property Manager fills out a "Termination Notice". The Property Manager and employee sign and date the notice.
- Property Manager will send the "Termination Notice" to the Human Resource Manager.
- The Property Manager will give an "Exit Interview Questionnaire" to employee to fill out. Property Manager will email the questionnaire to Human Resource Manager.
- The Property Manager fills out a timesheet for terminated employee with payroll hours that are due to the terminated employee and emails it to Human Resource Manager to be paid within 72 hours. If it is a voluntary quit, the employee will be paid at the next regular pay cycle.
- Employees that quit without a two week notice will not receive any accrued vacation time, per the Sandstone Housing Policies and Procedure Manual.