Termination

PARTNER NAME: Michael Chrostowski ID#77337 CURRENT HIRE DATE: 8/15/2016

MANAGER NAME: Khalid Ahmed MANAGER PHONE NUMBER: 312-444-3164

### EFFECTIVE DATE: January 19, 2017

# BACKGROUND

Michael Chrostowski joined Northern Trust on August 15, 2016 as a Technical Lead. Michael acknowledged the partner handbook on October 13, 2016 which contains all of The Northern Trust policies. The partner handbook states, “It is your responsibility to ensure that the required notification is made to your manager, either personally or, if you are unable to do so, through a close relative or friend. An absence of three or more consecutive scheduled working days without notice is considered job abandonment and may result in termination of employment.”

Michael was out of the office on Wednesday, January 11, 2017 without notification and called in ill on Thursday, January 12, 2017. His management team texted him on January 14, 2017 and did not receive a response.

HR Business Partner Mike McClellan was notified on Tuesday, January 17, 2017 that Michael had not reported to work. Mike called Michael’s emergency contact, home and cell phone numbers without a return phone call. In addition, Michael’s management team continued to call his cell phone and left messages.

Based on Michael’s recent conduct he is not meeting the expectations required for his position. As such, his employment is terminated effective Thursday, January 19, 2017 for job abandonment.

Manager's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources

Consultant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Manager should consult with the HRC before proceeding.

\*HRC and Manager should consider any state specific requirements.