

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).

Employee Termination Policy Manual

Roman Wölfel



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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

Do it Yourself Red Flag-a Sample Policy Manual Red Flag Advisory Corp., 2009-10-15 A Do It Yourself introductory guide to preparing a corporate Red Flag Policy Manual This model is ideal for all covered businesses in the United States regardless of the specific type of business The work contains a sample policy and exhibits required to initiate the policy

Practical Guide Employment Law 2004 BBP, 2004-05-27 The Practical Guide to Employment Law is a comprehensive desk manual for HR managers risk managers and employment lawyers it covers federal employment laws in plain English giving readers the practical information necessary to apply the laws As well as providing readers with essential court cases and tips for compliance in every chapter the Practical Guide to Employment Law includes a compliance checklist section where readers can learn the various laws that apply to such topics as hiring terminations and benefits it also includes a supervisory training section on several laws including FMLA and ADA Topics covered include the Age Discrimination in Employment Act ADEA the Americans with Disabilities Act ADA COBRA HIPAA Healthcare Continuation Coverage the Drug Free Workplace Act and Drug Testing Employee Polygraph Protection Act of 1988 EPPA Employee Retirement Income Security Act ERISA the Equal Pay Act EPA the Fair Labor Standards Act FLSA the Family Medical Leave Act FMLA the Immigration Reform and Control Act of 1986 IRCA Pregnancy Discrimination Act of 1978 PDA Title VII And The Civil Rights Act of 1991 CRA 91 the Worker Adjustment and Retraining Act WARN the National Labor Relations Act NLRA Plus defamation negligent hiring employee privacy whistle blowing and retaliation wrongful discharge and affirmative action

Legal Essentials of Health Care Administration George Pozgar, Nina M. Santucci, 2009-10-06 Legal Essentials in Health Care Administration is a distillation of the most important topics from the widely popular Legal Aspects of Health Care Administration by the same author Using reader friendly jargon free language this text unravels the complexities of the legal system in health care and provides the reader with a strong foundation in health law Readers will gain a solid understanding of what steps providers of care legislative bodies patients patients families and patient advocates can take to help prevent the wide variety of harmful events that are involved in health care

California. Supreme Court. Records and Briefs California (State)., Court of Appeal Case s C000495 Tolbert V. St. Francis Extended Care Center ,1989

Employee Dismissal Law and Practice Henry H. Perritt (Jr.), 2006-01-01 Whether your case involves a public or private sector job a downsizing or termination for cause Employee Dismissal Law and Practice provides the guidance you need in this rapidly evolving area of employment law Providing in depth analysis of the

common law and statutory wrongful dismissal doctrines as well as practical guidance on all aspects of employee dismissal litigation from complaints through jury instructions Employee Dismissal Law and Practice is an invaluable resource for evaluating and litigating a wrongful discharge case Employee Dismissal Law and Practice brings you up to date on the latest cases statutes and developments including New cases on implied contract for Alaska Colorado and Montana New cases on public policy tort for Indiana Iowa Kansas Maryland Missouri Montana Ohio South Carolina Tennessee and Washington New cases on implied covenant of good faith and fair dealing for Alaska Massachusetts and Montana Discussion of a new case on union fair representation A new case on special consideration requirement for oral promises New cases on what constitutes a breach of the implied covenant New cases on clarity element of public policy tort New cases on jeopardy element of public policy tort A new case explaining that a public policy tort liability for refusing to participate in illegal conduct does not require proof of a report to an outside agency A new case discussing what constitutes andquot improperandquot interference with contract New cases on what constitutes a constitutionally protected property interest New cases on preclusive effect of administrative agency determinations New cases on standards for punitive damages A new case on statutory whistleblower protection for internal complaints about fellow employee

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The Federal Reporter, 1985 *Law for Recreation and Sport Managers*, 2003 *Employee Dismissal Law and Practice*, 6th Edition Perritt, 2018-01-01 Whether your case involves a public or private sector job a downsizing or termination for cause *Employee Dismissal Law and Practice* provides the guidance you need in this rapidly evolving area of employment law Providing in depth analysis of the common law and statutory wrongful dismissal doctrines as well as practical guidance on all aspects of employee dismissal litigation from complaints through jury instructions *Employee Dismissal Law and Practice* is an invaluable resource for evaluating and litigating a wrongful discharge case *Employee Dismissal Law and Practice* brings you up to date on the latest cases statutes and developments including New cases on implied contract for Alaska Colorado and Montana New cases on public policy tort for Indiana Iowa Kansas Maryland Missouri Montana Ohio South Carolina Tennessee and Washington New cases on implied covenant of good faith and fair dealing for Alaska Massachusetts and Montana Discussion of a new case on union fair representation A new case on special consideration requirement for oral promises New cases on what constitutes a breach of the implied covenant New cases on clarity element of public policy tort New cases on jeopardy element of public policy tort A new case explaining that a public policy tort liability for refusing to participate in illegal conduct does not require proof of a report to an outside agency A new case discussing what constitutes improper interference with contract New cases on what constitutes a constitutionally protected property interest New cases on preclusive effect of administrative agency determinations New cases on standards for punitive damages A new case on statutory whistleblower protection for internal complaints about fellow employees *Legal Aspects of Health Care Administration* George D. Pozgar, 2004 The Ninth Edition of this book continues to provide students with a strong foundation in health care law and an overview of practical ways to improve the quality and safe delivery of healthcare **The Practical Guide to Employment Law** Mark Filipp, 2005-05-27 The Practical Guide to Employment Law is a comprehensive desk manual for HR managers legal counsel and labor and employment attorneys It covers federal employment laws in plain English giving readers the practical information necessary to apply the laws as well as providing readers with essential court cases and tips for compliance in every chapter The Practical Guide to Employment Law includes

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