



Manual: Human Resources

Section: Employment

Number: HR190v6

Policy **Procedure**

Title: Resignation of Services

Current Content Expert: Kathryn Van Dijk, Director HR Compliance and Associate Relations	Committee Approval(s) HR Strategy Team P&P Coordinating Committee	Date(s) 12/05/22 12/13/22
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I. PURPOSE:

To ensure that all legal requirements are met when an associate resigns. Although associates may resign at will and at any time, with or without cause or advance notice, they are requested to provide some advance notice whenever possible. The notice period provides CHOC with an opportunity to find a replacement and to assist the associate in the exit process.

II. POLICY:

- A.** Although associate's have the same right as CHOC to terminate the employment relationship at will and at any time, CHOC expects at least two (2) weeks' notice of an intention to resign for non-exempt associates and four (4) weeks' notice for exempt associates. However, circumstances may exist where CHOC may exercise its right to accept a resignation immediately and to accelerate the final date of employment.
- B.** CHOC reserves the right to accept a resignation and recognize the termination date as any date it chooses between the date the resignation is submitted and the date designated by the associate as the last day of employment. Accordingly, if CHOC accelerates the associate's last day of active work to a date prior to that designated by the associate in the associate's resignation notice, the associate will only receive compensation until and including the associate's last day of actual work. CHOC reserves the right to make exceptions to this policy at any time and provide compensation in excess of that which it owes, as it determines in its sole and absolute discretion. CHOC's actions in no way limit or impact the terms and conditions of any severance plan which CHOC may enter into with an associate.

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III. PROCEDURE:

- A. An associate notifies his or her supervisor or the Human Resources Department of his/her anticipated last day of employment. The associate may submit written notice or resign verbally. In all cases, resignations will be confirmed in writing from the supervisor and processed in Workday following notice.
- B. The supervisor processes the termination in Workday. The associate may not be able to withdraw the resignation after it has been accepted by CHOC.
- C. If the associate provides more than requested notice, CHOC will evaluate whether the additional notice is necessary and will notify the associate regarding the final date of employment.
- D. If an associate provides less than requested notice, the individual may not be eligible for rehire depending upon the circumstances and notice given.
- E. The department head or supervisor is required to provide the associate with the Termination Checklist.
- F. The supervisor must update KRONOS on the associate's last day of work prior to 9:00 a.m. in order for the final check to be processed.
- G. The associate is required to turn in his/her badge, keys, parking pass, beeper or other CHOC property prior to the end of his/her last day of work. The Termination Checklist must be turned into the Human Resources Department. Associates who fail to return any CHOC property or equipment may be deemed ineligible for rehire and may be subject to legal proceedings.
- H. Associates who wish to discuss concerns about their employment before submitting a resignation may contact the HR Business Partner.
- I. **Human Resources Department:**
 - 1. Processes the associate's payroll and personnel records.
 - 2. May schedule an exit interview.
- J. **Payroll:**
 - 1. Associates who resign receive their checks at the time of termination if they have given at least seventy-two (72) hours notice.
 - 2. If no notice of resignation is given, CHOC is obligated to give the associate their final check within seventy-two (72) hours from the time of termination.

REVISION HISTORY			
Number	Date	Author	Revision / Updates
HR190v6	12/05/2022	K. Van Dijk	Made minor changes, No content changed. Addendum added.

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Addendum

Applies to Nevada (NV) associates only: Associates working in Nevada, including night shift associates, who provide not less than 48 hours' notice of the intention to quit (excluding Saturdays, Sundays and holidays), will be paid immediately upon separation. Otherwise, pay will be provided within five (5) days of termination (excluding Saturdays, Sundays and holidays) or the next regularly scheduled payroll cycle, whichever occurs first.

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