

# Erlanger Health System Policy

Origination Date: 05/14/98		
Approval: _____		
Reviewed Date:	Revised Date:	Approval:
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**Index Title:** Employment Separation / Termination

**Originating Department:** Human Resources

**Number:** 8327.0501

**Description for EHS Intranet:** Separation of employment: resignation, during probationary period or terminations for cause.

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**Policy statement:** The purpose of this policy is to define a uniform procedure for the separation / termination of employment with Erlanger Health System (EHS).

**Scope:** All regular full-time employees and regular part-time employees.

**Policy:**

I. Resignation of Employment:

- a. If an employee decides to resign his or her employment, EHS requires at least four weeks' written notice from exempt employees and at least two weeks' notice from other employees for an employee to be considered eligible for rehire. Employees who do not provide at least four weeks (or two weeks, if applicable) written notice, or who fail to work out their notice period, will not be paid for unused, accrued paid time off ("PTO") and will not be eligible for rehire. All resignations should be in writing with the employee's signature and should be submitted to the employee's supervisor.
- b. Paid Time Off (PTO) days may not be used during the notice period unless the employee has management approval.
- c. The last day worked will be considered the last day of employment. Employees may not use PTO to extend the last day of employment.
- d. Department heads may waive the written notice provision at their discretion.
- e. Requests by employees to rescind a resignation during the notice period will be approved at the discretion of the manager/department head.

II. Separation During Entry Probationary Period:

- a. An employee's first six months of employment are considered a probationary employment period. This time allows EHS to assess the employee's performance and provides the employee with an opportunity to determine if he or she likes working for EHS.

- b. During an employee's employment, including during the six-month probationary period, employment relationships are "at-will", which means neither Erlanger nor the employee is obligated to continue the employment relationship, and either may choose to end the employment relationship at any time with or without cause or notice. Successful completion of the probationary period in no way alters an employee's at-will status.
- c. If an employee's performance or conduct is not satisfactory during the probationary period, separation may take place without using corrective action procedures.
- d. Employees who separate from employment for any reason during their entry probation period are not eligible to receive payment for unused accrued PTO.

### III. Terminations for Cause:

Terminations for cause will be handled in accordance with the Discipline Policy (#8327.0802). Employees who are terminated for cause will not be paid for unused accrued PTO.

### Special Instructions:

1. All employees are required to return assigned hospital property (i.e., photo I.D., keys, and beepers) prior to termination. It is the responsibility of the immediate supervisor to obtain the hospital property from the employee. Please see "Employee Exit Process" Policy #8316.108.

Committee	Approval/Date
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Medical Director	Approval/Date
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**References:**

Discipline Policy #8327.0802

Employee Exit Process Policy #8316.108