



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 405

A. SUBJECT: Separation from Employment

B. EFFECTIVE DATE: October 1, 2012 (R)

C. POLICY:

Separation from employment with the Medical Center can occur for several different reasons. Employment may end as a result of resignation or termination (also see [Medical Center Human Resources Policy No. 407 "Reduction In Force"](#)). This policy does not apply to Management employees.

D. PROCEDURE:

1. Resignation

Full-time, Flex and part-time employees are required to provide their manager with thirty (30) days advance written notice of their intention to resign from the current position. This policy is not intended to preclude the parties from jointly agreeing to a shorter or longer notice period. Temporary and Pool employees are required to provide their manager with two weeks advance written notice of their intention to resign from the current position. Employees who fail to provide their manager with the required written notification shall be considered ineligible for future employment at the Medical Center depending upon the circumstances surrounding the resignation.

2. Termination

In cases of serious misconduct, or if the employee does not successfully meet performance expectations following progressive performance improvement counseling, employment may be terminated. ([See Medical Center Human Resources Policy No. 701 "Employee Standards of Performance"](#))

3. Eligibility for Rehire

At the time of separation, resignation or termination the employee's manager must inform the employee of his/her eligibility for rehire status and document that information about rehire eligibility has been communicated to and acknowledged by the employee. Supervisors must also indicate the rehire status on the Performance Improvement Counseling form, if required, and the Personnel Action Form (PAF).

Former employees who have left the Medical Center in good standing and whose documented

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performance met expectations under the performance management system will be eligible for rehire. Former employees eligible for rehire will be considered for open positions along with all other candidates.

At the time of separation, employees may be determined to be ineligible for rehire by the Medical Center for reasons that include, but are not limited to: failure to provide minimum required advance notice of resignation; job abandonment; failure to return any company property; resignation in lieu of termination from employment or separation from employment due to gross misconduct or violation of policy.

Should former employees desire to appeal the rehire status, they must contact Employee Relations. Employee Relations will subsequently review all requested appeals and issue a final determination.

#### 4. Exit Interview

Exit interviews provide separating employees the opportunity to discuss their employment experience at the Medical Center. The Medical Center strives to provide a positive work environment and encourages suggestions, comments and observations that will aid in accomplishing this goal. Employees may schedule a confidential exit interview with a representative from the Medical Center Human Resources Department. The identity of the employee will be kept confidential. Responses to the exit interview questions will in no way affect an employee's re-employment possibilities.

#### 5. Medical Center Property and Access Privileges

The manager is responsible for ensuring that all Medical Center property issued to employees is returned prior to distribution of the final paycheck. Property such as IDs, keys, pagers, cell phones and uniforms, shall be returned to the department on the last day of active duty. Any materials checked out from the library, or borrowed from other departments, must be returned to that department.

Within 48 hours of notification that an employee intends to resign from his/her employment in accordance with Paragraph D.1, the manager shall provide notification of the impending separation to Human Resources via a Personnel Action Form (PAF). Within three (3) business days of receipt of the PAF, HR shall trigger notification to the HSTS Information Security Office to terminate an employee's computer systems access to become effective as of the employee's last day of active duty (see also [Medical Center Policy No. 0163 "Access to Electronic Medical Records and Institutional Computer Systems"](#)).

If immediate termination of systems access is necessary for security reasons, or is required in situations where an employee has been terminated, the manager is responsible for providing *immediate* notification of the security issue or termination to Human Resources via a Personnel Action Form (PAF), and the manager shall contact HS/TS Information Security Office directly to ensure that all access privileges are immediately revoked. For purposes of this policy, "immediate" means within 24 hours of the occurrence of a security issue or termination of an employee.

#### 6. Final Paycheck

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The final paycheck will be direct deposited unless arrangements are made in advance.

7. Benefits

Employees who have completed 6 months of employment will receive payment for their unused PTO accrual in the pay period following the final pay period worked. Employees with a catastrophic leave bank are eligible to receive a payment of 25% of their catastrophic leave balance up to a maximum payout of \$5000 upon termination.

Employees are required to contact the Benefits Office prior to their separation date to receive information regarding insurance, retirement and tax deferred annuity benefits.

SIGNATURE:



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R. Edward Howell, CEO, UVA Medical Center

9/26/12

DATE:

Medical Center Human Resources policy No. 0405 (R)

Approved October 1998

Revised December 1999, September 2001, July 2003, March 2005, September 2005, September 2006, December 2008, September 2009, September 2012

Approved by Chief Human Resources Officer

Approved by Medical Center Administration