**Title: 4250 Separation from Employment**

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|  | **4250 Separation from Employment**  **4250.1 Voluntary and Involuntary Separation Policy Guideline**  Nothing contained in this policy guideline should be construed to constitute a contract of employment, either expressed or implied, or be construed to modify the employment-at-will relationship that exists between the employer and its employees.  Voluntary separations are those initiated by the employee. Examples include, but are not limited to, resignation, retirement, death, permanent, disability, and an unexcused absence that is unreported for a period of three (3) or more consecutive scheduled workdays without verifiable evidence of a reason to be absent from the workplace.  Involuntary separation are those initiated by the employer. Examples include, but are not limited to, layoff, separation by mutual agreement, separation due to failure to return from approved leave of absence, separation due to exhaustion of approved leave of absence or release for inability to perform essential functions of the job after reasonable efforts have been made to assist the employee in meeting the standards expected by the employer, and termination for conduct not in the beast interest of the employer.  PTO cannot be used to extend the effective date of separation.  **4250.2 Exit Interview**  It is important to obtain feedback from separating employees concerning working conditions, policies, supervision, and other matters related to their employment. Exit interviews provide a way for Human Resources to identify problem areas so that improvements can be made. Whenever an employee separates from employment voluntarily, a confidential exit interview form will be provided to complete and submit to Human Resources. |