

Procedure Title:

**EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

PROCEDURE NUMBER: 7-08

Policy Title:

Resignation

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Resignation is a voluntary act initiated by the employee to terminate employment with Keystone. Although advance notice is not required, Keystone requests at least 2 weeks written notice of resignation from nonexempt employees and 4 weeks notice from exempt employees.
2. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. This interview will be scheduled on or before the employee's last day of work. Failure to attend and complete the exit interview will result in forfeiture of all leave time.
3. If an employee does not provide advance notice as requested, and work is scheduled through the entire notice period, the employee will be considered ineligible for rehire and will result in forfeiture of all accrued leave time.

**NOTES:**