Policy Statement:
Employees who resign and give notice as specified will be eligible for rehire and the payout of their PTO if they have worked more than 90 days. Employees who are terminated for cause are not eligible for a payout of their PTO. Employees who are involuntarily separated from employment due to business operational needs and/or lack of funding will be eligible for a payout of their PTO. Employees may not use PTO in lieu of working their notice period.

Procedure:
The employment relationship with PHS may be ended at-will by either the employee or PHS.

Voluntary Termination or Resignation
PHS acknowledges that for personal and professional reasons, employees will, from time to time, make a decision to resign. Although the organization regrets the loss of an individual’s positive contributions, resignation in good standing requires a letter of resignation and appropriate length of notice. Notice of resignation will be given to the employee’s supervisor/manager and immediately forwarded to Human Resources.

- Non-exempt employees: Two weeks’ notice
- Exempt and salaried: One month’s notice
- Clinical and Mid-level, Chief Executive Officer: 90, and preferably 180 days’ notice
- Medical and Dental Providers: 90, and preferably 180 days’ notice

In extenuating circumstances, a supervisor/manager may, in consultation with the Human Resources Department Head, agree to waive the notice requirement. Employees may not use PTO in lieu of fully working out their required notice period. Failure to provide adequate notice of resignation to PHS may lead to a “do not re-hire” designation in an employee’s terminated Personnel file. In addition, failure to provide adequate notice will result in the deduction from any payout of accrued but unused Paid Time Off (PTO) for any deficiency in the notice requirement.

Involuntary Termination or Separation
Involuntary separation from PHS is termination from employment initiated by PHS. In the event of termination resulting from reduction in force or layoff because of lack of funds, changes in organization structure or personnel needs, or completion of a temporary or restricted employment, the employee will be considered eligible for rehire and will receive a payout of accrued but unused Paid Time Off (PTO), except for such terminations occurring during the Introductory Period. Involuntary termination may also include termination for cause.
If an employee is terminated for cause, he/she is ineligible to receive any payout of accrued but unused Paid Time Off (PTO).

**Termination for Cause:**

Cause for termination includes, but is not limited to:

- Failure to meet job requirements
- Violation of company policies, safety rules, or law
- Neglect of duty
- Dishonesty, theft, illegal and/or fraudulent activities, falsification of records of employment, or use of bribery or political pressure to secure appointments or advantages
- Incompetence, poor job performance, or unwillingness to render satisfactory services
- Use of intoxicating beverages or banned substances in the workplace
- Harassment of any employee, patient, client, or other individual at PHS
- Insubordination or serious breach of discipline
- Violation of PHS absence policy, or other excessive or habitual tardiness/absenteeism
- Unauthorized disclosure or access of confidential information about patients, employees, contracts, records, or PHS included but not limited to electronically accessing records of their own, family members or patients not required by the employee’s position on the PHS system or any records system of an outside provider to which employees may have access.
- Negligent or willful damage to PHS property or negligent waste of PHS supplies, equipment, or other resources
- Fighting or making threats on PHS property
- Indecent, lewd, or sexually offensive behavior on PHS property
- Possessing weapons or explosives on PHS property
- Violation of PHS smoking policy
- Falsification or alteration of records of time worked

An employee who does not come to work or call his/her supervisor/manager for three consecutive days shall be terminated for cause and is considered to have abandoned his/her position, unless an emergency medical condition, i.e., an accident which left the employee in a coma and unable to communicate, existed.

**Final Payments Upon Termination**

An employee who leaves PHS either voluntarily with proper notice of his/her resignation, or involuntarily without cause, will receive payment for accrued but unused Paid Time Off. Deductions will be made, however, for unpaid medical services or equipment, PHS property not returned, or other unreimbursed salary advances.

**Severance Pay**

PHS does not have any severance plan or policy which would entitle any employee to severance payment upon termination of employment.

**References:**

Employee Handbook pages 11-13

**Policy Cross References:**