

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Termination of Employment	<b>SECTION:</b> T <b>POLICY:</b> 1
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	
<b>REVISION DATES:</b> January 2006, February 2012		

**TERMINATION OF EMPLOYMENT**

**POLICY:**

Leamington Mennonite Home ensures that terminations, either voluntary or involuntary, are initiated with appropriate notice, and are properly documented for payroll processing.

**PROCEDURE:**

- The following apply to voluntary termination:
  - An employee who resigns his/her position is required to state the resignation in writing; should the employee refuse to state the resignation in writing, the date of the verbal resignation is considered as the official date of resignation
  - The written resignation must be signed and dated
  - Employees are expected to provide a minimum of 2 weeks' notice of resignation except for supervisory staff, who are expected to provide minimally 30 days' notice
  - All written and verbal resignations are acknowledged/confirmed by the employee's Department Leader or designate, in writing, within 3 working days of receipt of the resignation.
  
- The following apply to general termination:
  - General termination of short-term part-time positions or contract positions do not require notice if the defined term is completed; and
  - Two weeks' notice, or more if possible, shall be given.
  
- The following apply to involuntary termination:
  - Termination initiated by the Employer requires notice consistent with the terms of the *Employment Standards Act* and may require severance and/or termination pay; and
  - Terminations initiated by the Employer for cause, i.e. wilful misconduct, disobedience, or wilful neglect of duty, are not subject to a notice period or severance pay.
  - An employee may be discharged prior to the completion of his/her probationary period, requiring no notice or severance pay.