

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Leaving the Center	Policy #: 1.16
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 5/27/2016

## 1.16 Leaving the Center

A terminated employee will be asked to participate in an exit interview. At that time, the Center will inform the employee of any benefits or insurance conversion privileges, which may be available.

If you find it necessary to resign from your job, non-exempt employees are expected to give a two-week notice in writing, exempt employees are expected to give one-month notice in writing. The Center will then begin to find a replacement, prepare the necessary paperwork, and conduct an exit interview. Failure to give proper notice or work out the notice results in the forfeit of unused PTO. The Center reserves the right to release the employee upon receipt of a written resignation. Accrued PTO that would be paid to the employee should then be released by the Center, following a written resignation. Most employees were given an opportunity to give notice to their former employers when they came to the Center, and we expect the same courtesy.

Management will arrange an exit interview with employees terminating their employment. This exit interview will cover all matters in connection with an employee's resignation or termination including the return of Center property, an explanation of insurance continuation provision if appropriate, an opportunity to answer and ask final questions, and any other matter which needs to be covered. An exit interview is mandatory before any employee may receive his final check.

### **Continuance of Insurance**

Termination of your employment may entitle you and any covered dependents to continue group medical insurance benefits for a period of 18 months from the date of your termination. Entitlement to continue group medical insurance benefits would not continue beyond:

- a) The date the Center ceases to provide a group health plan to any employee;
- b) Thirty (30) days after premiums for continuation of coverage are not paid;

- c) The date you become entitled to Medicare;
- d) The date you become covered under any other group health insurance plans.

Your election of coverage must be made within 60 days of either that date of your termination or the date you were first notified by the Center of your right to elect continuation coverage. If this election is made after either of these dates, you are responsible for payment of the premiums for the date of this election.

You or your beneficiaries must notify the Center of any change in marital status and/or change in number of dependents within 60 days from the date of this change occurs. You must notify the Center promptly of any address change or coverage by a new company for you and/or your dependents.