

**ASHLEY COUNTY MEDICAL CENTER  
PERSONNEL POLICIES**

TITLE/DESCRIPTION: **TERMINATION OF EMPLOYMENT**

**EFFECTIVE DATE:**  
September 24, 2012

**APPLIES TO:**  
ALL EMPLOYEES

**APPROVED BY:**  
ACMC BOARD

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**POLICY:**

It is expected that employees will give written notice, to their department director. Fourteen working days for clinical positions and a two weeks' notice for clerical positions is required prior to their expected date of termination. Management personnel are expected to give four weeks' notice. Failure to give the required notice may result in an unsatisfactory employment reference. Once a notice of termination is given, the employee is required to work their scheduled days. No PTO will be allowed without the Department Manager or CEO permission. Any days taken off during the working day notice will be added on to the end making a total of 14 working days' notice.

Terminating employees are required to "clear" through their department director, the Business Office and the Human Resources Department. This clearance procedure assures that all ACMC property has been returned, arrangements have been made to pay outstanding accounts, and to affect the proper transfer of employee benefits. A terminated employee is required to pick up their final paycheck in the Human Resources Department.

**EFFECTIVE DATE OF THE PROGRAM:**