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**Category:** Human Resources

**Effective Date:** 12-13-06

**Title:** Termination of Employment

**Policy No:** HR.114

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## Policy:

### I. Voluntary Termination

Associates who desire to terminate voluntarily are requested to give written notice to their department Manager at least two weeks prior to their last day of work. Certain key personnel are requested to give a 30-day written notice to their department Manager or Administrative Director. Paid Days Off (PDO) or unpaid time may not be used to meet the 2-week or 30-day requirement.

As a condition prior to receiving any benefits provided for in this policy, upon resignation an associate must complete the introductory period, provide the requested notice of resignation, and satisfactorily work during the full notice period. Associates who resign without providing the requested notice, or who do not work out their notice period, or who are terminated after providing notice, will forfeit all accrued benefits. Associates may not take PDO after providing notice of resignation, or in lieu of such notice.

Paychecks for individuals giving notice of voluntary resignation will be available on the next regular payday following termination. When termination notice has been provided all or some of the associate's final paychecks may or may not be direct deposited.

If proper resignation notice is not given, leave benefits will not be paid. (See, Administrative Policy HR.301, "Paid Days Off")

### II. Involuntary Termination

While cause is not necessary for termination, violation of any of Shawnee Mission Medical Center's standards of conduct, policies, rules or procedures may result in termination. In the sole discretion of SMMC, other reasons, including but not limited to reorganization or reduction in force, may also result in termination. (See Administrative Policy HR.804, "Standards of Conduct"). When an associate is terminated, the associate's ID card must be returned to the department Manager immediately. The Manager shall verify total hours worked during the work week in which termination occurs and forward that information immediately to Human Resources. The final paycheck will be prepared on the next regular payday, less governmental and other authorized deductions.

Associates terminated for violation of policies, rules or procedures will forfeit accrued and unused Paid Days Off and may be ineligible for rehire.

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### III. General Termination Procedures

At the time of termination the associate may complete an exit questionnaire through Human Resources. The associate's ID card, Medical Center keys, and SMMC property are to be given to the department Manager on the last day of employment. Failure to return SMMC property may result in deductions from final paycheck. Insurance benefits will cease at the end of the month of termination of employment.

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**Approved by:** Brad Hoffman, Executive Director, Human Resources; Samuel H. Turner, Sr., President and CEO  
**Reviewed by:** Brad Hoffman, Executive Director, Human Resources (10-01-07 – no revisions)  
**Replaces:** Policy Number 114-1 and 2, dated 8-6-81, 2-23-84, 12-17-87, 11-3-88, 6-1-94, 12-25-94, 1-1-96, 2-13-02 and 10-13-04.  
**References:** "Paid Days Off," HR.301; "Standards of Conduct," HR.804

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