



RESIGNATIONS

Although Sunshine Village hopes that employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

Procedures Notice of resignation: Managerial staff shall give 30 working days (if able) written notice to their Program Director or the Executive Director, as appropriate. Other Employees are expected to provide 10 working days written notice to facilitate a smooth transition out of the organization. The Executive Director will approve any resignation period longer than (30) days based upon need. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Pay in lieu of notice: Management reserves the right to provide an employee with pay in lieu of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Resignation for failure to report to work: Employees who fail to report to work on two occasions without properly communicating their absence to their supervisor or manager will be viewed as voluntarily resigning their employment.

Eligibility for rehire: Employees who resign in good standing and whose documented performance meets Sunshine Village's standards under the performance management system will be eligible for reemployment. Within one year, benefits tied to seniority will be reinstated in full at their new anniversary date. Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment after one year will be treated as new employees for purposes of tenure-related benefits.

Reporting of employee departures: All departing employees, regardless of the circumstances surrounding their departure, will be communicated through a Change of Status Form. Those with a need to know (e.g., supervisors, payroll, front desk, IT and security) will be advised of the last day of actual work with Sunshine Village.

Exit Procedure: Resigning employees may be asked to complete an exit interview survey to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with Sunshine Village. Employees who fail to return any company property, including keys, credit cards, tools, uniforms, cellular phones, laptops and other equipment,

will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Sunshine Village.

Forwarding address and final pay: Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday unless state law or other procedures dictate otherwise. Accrued but unused vacation will be paid out consistent with the company vacation policy and state law requirements.