

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-05			Benefits Following Lay-Off, Termination, or Resignation
Approval	D/M/Y	Resolution #	
Amended	10.04.17	17.139	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for addressing how employee benefits are administered following times of lay-off, termination, or resignation.

1. Lay-Off

In the Event an employee is laid off temporarily or indefinitely;

- 1.1** The employee shall cease work immediately upon receiving his/her notice and shall be paid for their time in-lieu of notice
- 1.2** Sick leave accumulations shall cease immediately upon notice being served and accumulated sick days shall remain credited to the employee for one (1) year and accumulations shall resume if re-instated within one (1) year.
- 1.3** An employee who is laid off and who wishes to continue to participate in any of the benefit plans shall make prior arrangements with the Town to pay the full premiums for such benefit plans. The Town may continue these arrangements for as long as the employee has recall rights.

2. Termination

In the event that an employee is terminated for “Just Cause”;

- 2.1** The employee shall cease work immediately upon receiving notice of termination.
- 2.2** Accumulation of sick leave and all other benefits shall cease immediately upon notice being served.

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3. Resignation

In the event that an employee resigns his/her position;

- 3.1** Arrangements with the Town can be made to continue to work the time provided on the notice, or the Town may wish the person to vacate the premises immediately.
- 3.2** If the Town allows the person to continue to work the time provided in the notice, the employee will continue to remain on the Town benefits, and if he/she is off due to illness, they shall be paid only to the last day specified in their letter of resignation.
- 3.3** If the Town wishes for the employee to vacate the premises, benefits will cease immediately and the employee will be paid for his/her time specified in the notice of resignation, or a separation package may be negotiated to allow the employee to leave sooner.

- END OF POLICY -

