

<b>Title:</b>	<b>Voluntary Terminations and Retrieval of Stay Bonus</b>	<b>Effective Date:</b>	<b>04/01/2021</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	
<b>Functional Area:</b>	<b>Human Resources</b>		

**POLICY**

Staff voluntarily resigning from Liberty must be reminded of the contractual obligations outlined in their employment agreement that remain in force after termination. If employees received a stay bonus and leave prior to their stay bonus employment period, that bonus must be repaid to Liberty.

**PROCEDURE**

When an employee voluntarily resigns, the Supervisor or Executive Director should notify corporate HR via a Change of Status form. HR will send a letter acknowledging that resignation to the employee (copy attached). The letter will remind the employee of any obligations as set forth in their employment agreement. A copy of this letter will be sent to Payroll.

If the employee received a stay bonus and resigns prior to the end of their stay bonus employment period, the Supervisor and/or Executive Director of the employee’s program should remind the employee of the obligation to return the bonus to Liberty. Any payment arrangements that need to be made outside of a payroll deduction for such funds will be discussed between the employee and the Vice President of Human Resources.

**Approved By:** \_\_\_\_\_

**Revision History**

Version	Date	Author	Summary of Changes
#1	04/01/2021	Camille Tanner	Policy Created

*See Document Attached:*

Date

Employee Name

Address

Dear Employee:

Liberty has received notice of your resignation. We would like to thank you for your service and wish you the best in wherever your plans take you.

In anticipation of the questions you may have about leaving Liberty's employment attached you will find a Frequently Asked Questions document. If you have a question not covered by these FAQ's please feel free to contact me.

(for those with stay bonus)

*{The terms of your employment agreement require you to repay your stay bonus to Liberty. Liberty will deduct this amount from your last paycheck and accrued paid time off balance. If your last paycheck does not allow for a full deduction of this amount you will need to contact Camille Tanner at [Camille.tanner@libertyhealth.com](mailto:Camille.tanner@libertyhealth.com) to arrange for the amount to either be taken out in several paychecks, if possible, or directly pay Liberty for the remaining amount. If that is not possible, a payment plan can be set up with Liberty.}*

Please be reminded that in your Agreement there are certain restrictions that continue after the termination of your Agreement. Liberty expects you to continue to honor these restrictions. In addition, should you have anything in your possession that belongs to (program name) and/or Liberty please return it within two (2) business days of your termination date.

Thank you and much success in your future endeavors.

Sincerely,