

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks' advance written notice. In positions involving client contact, a notice of 30 days is preferred to allow ample time for warm handoffs to new providers. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Employees who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including measuring benefits. The introductory period may be waived at the company's discretion for employees rehired within six months of their previous termination date.

All resigning employees should complete a brief exit interview prior to leaving. All company property must be returned at the end of employment, otherwise the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.