Sylvan Heights Science Charter School

Policy Number: 306
Policy Title: Termination of Employment
Approved: September 21, 2020

Authority:

The Board of Trustees (Board) recognizes that termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

Administrative and professional employees are required to submit a minimum of one (1) months' notice in the event the administrative or professional employees elects to resign. Support employees are required to submit a minimum of two (2) weeks' notice of resignation. Should the employee fail to submit the required notice of resignation, the employee shall be deemed ineligible for rehire.

All employees may be terminated consistent with Board Policy 317.

Employees shall conduct themselves professionally until their last day worked; the School reserves the right to reduce the duration of the resignation period at any time.

An employee's date of separation is determined by the employee's last day worked.

All employees leaving employment from Sylvan Heights Science Charter School (School) shall undergo an exit interview on or before their last day of employment.

Delegation of Responsibility:

The Principal/CAO or designee shall develop administrative regulations to implement this policy. Employee benefits will be affected by employment termination in the following manner:

- All accrued, vested benefits that are due and payable at termination will be paid;
- Some benefits may be continued at the employee's expense if the employee so chooses;
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

A physician's statement verifying illness will be required for PTO requests submitted after an employee has submitted a notice of resignation. Failure to provide verification will result in unpaid time off. PTO days are not paid at termination or separation

Legal:
24 P.S. § 17-1716-A