

	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.15
	Title: TERMINATION OF EMPLOYMENT	Page: 1 of 3
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 08-01-09; 04-01-02; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide supervisors with appropriate guidelines regarding the various types of terminations from employment and the procedures to use for such terminations.

III. POLICY:

It is the policy of Tenet to approach each termination with fairness, both to the employee and to Tenet. Since employment with Tenet is based on mutual consent, both the employee and Tenet have the right to terminate employment at will, with or without cause, at any time.

IV. PROCEDURES:

A. General

1. Definitions: Below are examples of some of the most common circumstances under which employment is terminated:
 - a. “Voluntary Termination” is an employment termination initiated by an employee who chooses to resign from or leave Tenet voluntarily.
 - b. “Involuntary Termination” is an employment termination initiated by Tenet for reasons such as unacceptable performance or misconduct.
 - c. “Layoff” or “Reduction in Force” is an involuntary termination initiated by Tenet for business reasons.
 - d. “Retirement” is a voluntary resignation from active employment status initiated by the employee.

2. Benefits:

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

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benefits that may be continued and of the terms, conditions, and limitations of such continuation.

3. Final Pay:

The employee's final pay will be distributed in accordance with applicable state law.

B. Facility Human Resources

1. Determine and discuss with supervisor any extraordinary reasons for the voluntary or involuntary terminations. In the case of involuntary terminations, ensure that the reasons for termination have been adequately documented and supported by the supervisor. Consult with VP, Labor Relations and, if warranted, with the Legal Department.
2. In case of a reduction in force, the facility should follow Human Resource policy HR.EHP.16 Staffing Adjustments and Severance Pay for guidance. The facility Human Resources representative should notify Tenet HR Operations whenever reductions in force are anticipated.
4. Ensure that the latest updated telephone number, address, email address and any other contact information for separating employees is entered into the automated systems.
5. You may enter the last day worked for the employee in the Terminate Access Field in HRMSWeb.
6. Review Human Resource policy HR.EHP.17 Exit Process and follow applicable procedural guidelines for employee separations from employment

C. Supervisors

1. Notify the Human Resources Department of the anticipated termination date for all voluntary and involuntary terminations as soon as possible.
 - a. In the case of a voluntary termination, determine the last day of employment.
 - b. In the case of an involuntary termination, consult with Human Resources, notify the employee of decision to terminate, and inform employee of final date of employment.

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2. Prior to employee separation collect company property, discuss final separation details, and verify the current or future telephone number and address.

D. Employees

1. In the case of a voluntary termination, non-management employees are expected to notify supervisor of intent to voluntarily resign two weeks in advance of planned last day of employment. Management employees are expected to provide four weeks notice of intent to voluntarily resign. Notice of voluntary resignation should be provided in writing to the supervisor.
2. Ensure that the facility has up to date and current address; email address and telephone number on file. This is important for receiving benefit continuation information and tax (w-2) mailings.

E. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

V. REFERENCES:

- HR.EHP.16 Staffing Adjustments
- HR.EHP.17 Exit Process