

## **Involuntary Separation**

1. Job Abandonment.

An employee who fails to return from a leave of absence within three (3) work days of its expiration is subject to removal and is considered to have voluntarily resigned or abandoned his/her job.

An employee who fails to report for work for a period of three (3) work days, without prior approval of their supervisor or department head, is subject to removal and is considered to have voluntarily abandoned his/her job.

2. Layoff.

In the event of Layoff, the Commission will follow the terms of the Collective Bargaining Agreement, including giving the employee a two (2) weeks' notice.

Since employment has not been permanently severed, there will be no payout for Terminal Leave (sick leave or vacation leave), except as provided under the Commission's Annual Leave Conversion Plan.

Health Insurance benefits may be continued under the provisions of COBRA.

If you suffer an involuntary job loss, such as layoff, employees may be eligible for Unemployment Compensation benefits upon being unemployed. For more information, go to <http://unemployment.ohio.gov/>.

3. Involuntary Termination.

Involuntary termination occurs when an employee has been dismissed from Commission employment.

4. Separation Procedures.

- Terminal leave will be made to employees after the final payment for hours worked has been made in order for the Lost Time Record to be updated.
- Employees separating due to involuntary termination will be paid Vacation Leave at 100% in accordance with Policy 3.1 of the Employee Manual and/or the Collective Bargaining Agreement. Post-1992 Sick leave is not paid out for involuntary separation.
- Employees must turn in all property, including uniforms and equipment, proximity cards, ID cards, cell phones, pagers, transponders within five (5) days of departure.