

Separation of Employment

A. POLICY:

It is the policy of University of Virginia Physicians Group (UPG) to promote a professional business environment where all employees understand their professional commitment to their workplace, co-workers, managers and customers. Non-Contracted employees may terminate their employment with UPG at any time. In addition, UPG may dismiss employees at any time.

Contracted employees should refer to the “Termination” section of their agreement for acceptable conditions for termination.

B. PROCEDURE:

Resignation

Each employee is requested to inform his/her supervisor of his/her plans to resign or retire as far in advance as possible, with no less than thirty (30) days written notice for all exempt and supervisory employees, and two (2) weeks' written notice for all other employees. Exceptions to this policy may be made by the supervisor if there are unusual circumstances or if workload permits. An employee who wishes to resign or retire from UPG should state his/her intentions in writing to his/her immediate supervisor. The supervisor will forward the original letter to Human Resources (HR). The employee's final date of employment is considered to be the last day actually worked, unless the employee is on FMLA leave. If the employee is on FMLA leave, the last day of employment is the day of notice not to return. Upon receipt of formal notice of resignation, the Human Resources Generalist will schedule an exit interview with the employee to include a discussion of benefits.

Final Paychecks

The employee will be paid through his/her last working day on the regular pay schedule according to the last approved time and attendance record. An employee with six months of service or more will receive payment for any accrued PTO. Every effort will be made to pay the PTO balance at the time of the final pay check.

Health Insurance

Employees with health insurance through UPG will have coverage through the end of the month in which the employee's last day falls. Arrangements must be made with HR for payment of the employee's portion of the premium. In most cases, the employee will be eligible for continuation of benefits through COBRA.

Break in Employment

An employee who terminates employment with UPG and is rehired will incur a break in employment. This break in employment may impact PTO accrual and service recognition, depending on the length of the absence.

1. An employee who incurs a break in employment of less than 30 days after the termination is considered to be continuously employed. An employee who is rehired within 30 days shall receive prior service credit for purposes of PTO accrual and service awards provided that the employee (a) did not receive any PTO payout or (b) has refunded the payout to UPG within 30 days of rehire. If one of these two conditions is met, PTO accrual will continue to be earned at the level of seniority prior to termination, and the PTO balance (and Short-Term Disability Supplement balance, if applicable) at termination will be reinstated.
2. An employee who incurs a break in service of 30 days or more, or who incurs a break in service of less than 30 days but does not repay the PTO payout if applicable, will be considered a new hire for purposes of PTO accrual and service awards.
3. An employee who incurs a break in employment of 30 days or more because he/she is approved for Long Term Disability will be considered to be continuously employed if he/she is rehired within six months of the effective date of Long Term Disability. Prior service credit for purposes of PTO accrual and service awards will be earned at the level of seniority prior to the date of termination due to disability. PTO balances paid at the time of termination do not have to be refunded in this instance.

Other fringe benefits including retirement, medical insurance, dental insurance, flexible spending accounts, life and accidental death & dismemberment insurance, long-term disability insurance, short-term disability insurance, and flexible parking may also be affected by a break in service. An employee who anticipates incurring a break in service should refer to the benefit plan documents or may contact Human Resources for further information.

Dismissal

An employee may be dismissed from his/her position with UPG in accordance with the Employee Standards of Performance Policy or Reduction in Staff Policy.

Company Equipment

On or prior to the last day at work, the employee must return all UPG property, including but not limited to: parking pass, employee identification card, keys, computer, telephone and VPN card. These items should be returned to the supervisor. The supervisor is responsible for ensuring that all UPG property issued to employees is returned prior to distribution of the final paycheck.

Immediate Termination

If immediate termination is necessary, the supervisor will ensure that all system access privileges are revoked. HR will email HS/TS to revoke network access. HR will also email the UPG Manager of Facilities and Facilities Coordinator to revoke building access. The UPG Director of IT and the Chief of Information Technology will be copied on the emails.

C. **CROSS REFERENCED MATERIALS:**

[Reduction-in-Staff \(Layoff\)](#)
[Employee Standards of Performance](#)

D. **FORMS:**

E. **SCOPE:** This policy and procedure outlines separation from UPG.

F. **ADMINISTRATION:** This policy is administered by Human Resources and will be reviewed on a periodic basis.

G. **DISTRIBUTION:** To all UPG employees.