

Insert company Logo



| Policy Name: | **Separation Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Separation** means an action or state of moving or being moved apart.
2. **Voluntary Separation** occurs when an employee makes the decision to leave a job.
3. **Involuntary Separation** is when an employee is let go or asked to leave because of various reasons.
4. **Retirement** refers to an action or fact of leaving ones job due to Cessation.
5. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
6. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
7. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To ensure that existing member exits on a pleasant note with minimum loss to the organization and self.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, Reporting Manager

# **POLICY**

The Separation Policy defines set procedures for handling all aspects of employee resignation or termination. It is aimed to ensure smooth separation of the Employees from the organization.

## **Types of Separation**

1. Voluntary Resignation
2. Involuntary Separation- Termination

* On account of non – performance
* On disciplinary grounds
* On account of unauthorized absence (absconding)

1. Superannuation or Retirement

## **Steps Involved in Voluntary Resignation**

* Any employee desiring to leave the services of the company will have to notify his/her immediate supervisor of his intention to leave the services of the Company by stating the reasons for the same and serving the required notice period as mentioned in the appointment letter.
* Employee will then have to submit his resignation via email or online through HRIS portal.
* The reporting line manager/ HOD after detailed discussion with the concerned employee will provide his acceptance or non-acceptance on the received resignation. In all cease of acceptance, last working day should be clearly mentioned and communicated to HR.
* Employee will have to serve the requisite notice period as per the terms of his/her appointment or circulars issued from time to time. The notice period for confirmed employee is 30 days and for probationary employee it is 7 days.
* Notice Period Waiver, however is a critical decision and it can be taken only by the Departmental Head of the particular function, in consultation with HR.
* In an exceptional case of a notice pay waver, the shortfall will always be first adjusted against the available leave balance to the exiting employee’s credit.
* It will be the responsibility of the exiting employee to get the acknowledgement signatures from respective departments in the ‘**Handover Form**’. Employee can initiate the Handover process 5 days before the last working day and submit it to HR.
* HR will conduct an exit interview of all resigned employees before their exit or at best a week of leaving the services.
* HR will process and complete the exited employees full and settlement within 10 days from the last working day provided the ‘**Handover Form**’ of the employee is cleared. All such settlements will be pre audited before the settlement is communicated to the left employee.
* Once agreed upon by the employee concerned, the settlement dues will credit to his/her bank account within 45 days from exit. In a case of recovery, the relieving letter shall be issued only on receipt of payment from the concerned employee.

## **Involuntary Separation- Termination of Employment**

1. **Termination on account of Non Performance**:

***“Company Name”*** is a learning organization and provides full space for an employee to perform and prove his/her ability on the job. Termination of the employment would be the last resort and a regrettable decision for employees who are not able to perform as per required standards. All businesses have a ‘Performance Improvement Plan PIP’ which will be affected for employees whose performance is below par. In the event of his/ her performance not showing any improvement, the Company will have no other option but to terminate his/her performance as decided by the Reporting Manager in consultation with the Departmental Head.

1. **Termination on disciplinary grounds**

An employee can be terminated for breach of conduct, where the management has lost confidence and trust on the employee by giving adequate reasons and with or without notice pay. Specific cases may also be referred to the Legal Department for a due process of enquiry, wherein the employee may be asked to appear for an enquiry so as to provide him/her an opportunity for being heard in line with the laws of Natural Justice. All such termination will be communicated by the Legal Department.

1. **Termination on account of unauthorized absence**

Unauthorized absence shall mean and include members not reporting to office without prior intimation and approval from his/her reporting manager in line with the leave policy. A Member’s services are terminated on unauthorized absence for 8 days from the date of abscondance.

## **Superannuation or Retirement**

An employee shall superannuate on attaining the age of 58.

The Date of superannuation shall be calculated basis of the documents and Certificates submitted by the employee while joining ***“Company Name”***. HR will inform the Reporting Manager and the Departmental Head whenever an employee is reaching Superannuation at least 3 months in advance.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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