



Monarchs Employee Resignation Policy

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Policy Brief & Purpose

Our **resignation policy** presents guidelines for handling resignations at our company. Voluntary separations happen occasionally, and we want to ensure that our company appropriately handles them and maintains a smoothly-running workplace.

Scope

This policy applies to all of our employees. A “resignation” occurs when an employee voluntarily informs Administration/HR or their manager that they will stop working for our company.

What is a voluntary termination?

Job abandonment, which is failure to show up for work for [one] day without giving any notice, is also considered resignation (or voluntary termination.)

Policy Elements

Notice of resignation

Employees may not be obliged to give advance notice before resigning. But, for efficiency’s sake, and to maintain smooth operations of our workplace, we encourage them to announce their intent to resign at least two weeks in advance.

For harder-to-fill positions or more high-profile roles, like team coaches and administrators we advise our employees to give at least a month’s notice, if possible.

We ask employees to submit a written, signed notice of resignation for record-keeping purposes. We accept verbal resignations, too. If an employee verbally resigns, the employee will receive an acceptance of resignation letter within two days. The advance notice period starts from the moment an employee submits an official notice, whether verbal or written. They can inform either their supervisor or HR, although we advise them to inform both. Sometimes, employees who quit may be asked to stop working immediately instead of remaining until the end of the notice period.

Revoking resignation

Employees may ask our company to revoke their resignation within the time period until they receive confirmation from HR, which is two days. Our company will decide whether or not to grant this request on a case-by-case basis. After that period, they cannot revoke their resignation. However, we advise against such decisions. If an employee decides to quit, they should make sure their decision is final.

Expense Reimbursement After Resignation

If an employee relocates or studies on our company’s expense, they’re bound by their contracts to remain with us for a certain period. If they resign before that period, they may have to reimburse us for part or all of this kind of expenses.

Communicating A Resignation

Employees are encouraged to announce their decision to resign to their immediate team members and supervisors as soon as possible. They can announce it to the whole company, if they wish to.

Team leaders may communicate a resignation to their team. Administrative/HR may have to inform upper management or other employees who are directly influenced by an employee's resignation.

Forced Resignation

Employees have the right to resign when they want and at their own free will. Forced resignation (or constructive dismissal) must not occur at any time. Specifically, the following actions are prohibited:

- Creating a hostile or unpleasant environment.
- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Taking adverse actions (e.g. demotions, increased workload) unofficially, outside of our disciplinary process, to force an employee to resign.

We reserve the right to terminate employees when they don't adhere to our policies or the law, or those who place our company at risk.

Exit Interviews

Employees may be more willing to share their opinions on our processes, practices and culture when they're leaving our company. By collecting those opinions, we can improve our workplaces for our remaining employees.

These interviews are voluntary and refusal to participate won't result in any problems for an employee, their access to references or any unemployment benefits they may be entitled to.

Our Administrative/HR department will organize exit interviews. As a general rule, exit interviews should be brief, thorough and created with intent to improve our company.

Rehire

Employees who left on good terms are eligible for rehiring. They will be considered new employees, they may not be given benefits related to their length of employment and seniority.

Payment and Unused Leave

Employees will receive pay for every day (or hour) they worked for our company. The last payment will be made within a month from their last day of work or according to legal requirements. Unused paid sick leave will be also paid by that date.

Procedure

We advise our employees to follow this procedure:

- Talk to their managers in person to alert them to the possibility of resigning.
- Discuss any issues that may exist that could be resolved.
- Hand in a written and signed notice of resignation to their manager and Administrative/HR department two weeks in advance.
- Consult with Administration/HR to discuss details and outstanding wages and benefits.

At the employee's last day with our company, they must return all company-owned equipment, and delete confidential files and passwords from their personal devices. Our confidentiality and data protection policies cover all employees, even after separation of employment.