



## **Employee Separation**

### **Purpose:**

- To ensure timely and accurate processing of employees who are being removed from the payroll and to stay consistent with positive employee relations practice.

### **Scope:**

- The policy applies to all employees of the Organisation.

### **Resignation:**

- In case of Resignation, Employee should submit the Resignation letter to his/her Functional Head / Station Head. They should inform HR Head and Chairman on the same day
- Functional Head / Station Head should have a dialogue with the employee to retain the employee, if the employee is valuable.
- HR Head will also meet the employee for the purpose of Retention and understanding issues.
- Employee should complete an Exit Report before exit interview with HR Head.
- HR Head will conduct the exit interview and prepare the exit interview report, before the date of relieving.
- HR Head will take approval from Chairman for the acceptance of resignation, if the employee cannot be retained.

### **Termination:**

- An employee may be terminated under circumstances such as non-performance, unethical behaviour, fraudulent, undisciplined, absenteeism etc.
- In case of Termination, the immediate superior should inform the Functional Head / Station Head and state the facts in writing, justifying termination.
- Functional Head / Station Head shall justify and obtain approval from HR Head and Chairman
- HR Head would inform the Board of Management of the cases of Termination.

**Retirement:**

- In case of Retirement, HR-coordinator will Intimate the Employee and Line Manager, 3 months prior to Date of Retirement and provide Intimation letter to the employee.
- HR Head will conduct the exit interview and prepare the exit interview report, before the date of relieving.

**Full & Final clearance:**

- Give F&F clearance form to employee and employee should obtain clearance from all departments.
- Employee should submit completed F&F to HR coordinator.
- HR coordinator will work out F&F settlement which includes Income Tax, Professional Tax, Employee Training & Educational Assistance and Benefit & Claims.

**Relieving Formalities:**

- HR coordinator will prepare a Cheque / DD or Recovery of outstanding Payment.
- HR coordinator will prepare Relieving and Service certificate letter.
- HR coordinator will communicate to security and all employees.
- HR co-ordinator will handover / collect F&F Payment and issue letters to employee.
- HR coordinator will inform PF-Authorities and Obtain payment for gratuity if eligible.
- HR coordinator will update employees database and close personal file.
- HR coordinator will maintain personnel file for a period of 7 years.

**Notice Period:**

| Category                | Proposed     |                 |
|-------------------------|--------------|-----------------|
|                         | On Probation | On confirmation |
| Up to Sr Executive      | 15 days      | 1 mth           |
| Asst Mgr to Station Mgr | 1 Mth        | 2 Mths          |
| Above                   | 1 Mth        | 3 Mths          |