



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Employee Benefits Upon Termination

**THIS POLICY**

Policy Number: 310

Effective Date: 11/01/02

Revised Effective Date: 03/01/07

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**REPLACES POLICY**

Policy Number: 310

Effective Date: 10/01/93

**POLICY:**

Wesley Woods Senior Living, Inc., will pay all eligible employees their unused Comprehensive Leave benefits in the pay period following their last pay check. Unused Extended Illness leave will not be paid.

**GUIDELINES:**

1. An employee who is voluntarily resigning is required to give a timely written notice of resignation to their immediate supervisor or Department Director.
2. All keys, ID badges, uniforms, and any other property of Wesley Woods Senior Living, Inc., must be returned to the employee's immediate supervisor on the final day of employment.
3. All payroll deductions payable to Wesley Woods Senior Living, Inc., must be paid in full from the final paycheck and in accordance with Department of Labor, Wage and Hour Laws. Any payroll deductions owed to Wesley Woods Senior Living, Inc., will be deducted from earned Comprehensive Leave.
4. The employee's date of termination will be the day following their last working day.