

TERMINATION AND RESIGNATION

A termination occurs when, at Adler's sole discretion, an employee is asked to vacate his/her position with Adler.

A resignation occurs when, at the employee's sole discretion, he/she provides a formal notification of leaving his/her position.

Resignation

In order to minimize any adverse impact your departure will cause Adler, you are requested to give at least two (2) weeks' resignation notice. No vacation or personal time will be allowed during this period. A letter of resignation should be sent to your immediate supervisor and the Human Resources office.

Termination

Adler may terminate an employee in its sole discretion due, for example, to unsatisfactory work performance, reorganization, lack of work, violation of Adler University policies, procedures, and/or work rules, or for other reasons. In the event of a layoff because of a reorganization or lack of work, consideration will be given to the transfer of employees to vacant positions for which they are qualified.

The Human Resources office will attempt to schedule an exit interview with an exiting employee.

Terminating employees will be entitled to remain in the group medical plan until the last day of the terminating month. For eligible employees, accrued but unused vacation days will be paid at termination. Sick days will not be paid out upon termination. A former employee may have rights under COBRA, a federal law requiring that most employers sponsoring a group health plan offer employees and their families the opportunity for a temporary extension of health coverage. Please see the Human Resources office for additional information on COBRA (see COBRA section of this Employee Handbook). Other benefits will cease on the employee's termination day, except as provided herein.

An employee will have the opportunity, upon termination, to continue coverage of Life Insurance and Long Term Disability coverage with the University's carrier if the employee was previously participating in these benefits. Human Resources will distribute continuation documentation at the time of termination. Should you decide to transfer your coverage from Adler's group plan to an individual policy, you will be responsible for all costs of the conversion and for any and all future costs to maintain your policy.

An employee who is resigning or being terminated must surrender all Adler property (keys, ID card, laptop, files, etc.) to the Human Resources office on or before the final day of employment. Final

paychecks or pay stubs should be picked up at the time paychecks are regularly distributed; alternatively, the final paycheck or pay stub can be mailed to the employee upon request.