

## Tradewind Subs' Separation and Termination Policy

### Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and Tradewind Subs is no exception. While some separations are routine, it is important that employees understand the most common circumstances under which employment may end:

- **Resignation** — Voluntary termination initiated by the employee.
- **Termination** — Involuntary termination initiated by Tradewind Subs for performance or disciplinary reasons.
- **Layoff** — Involuntary termination initiated by Tradewind Subs for nondisciplinary reasons such as business or staffing needs.

### Resignation Procedure

If you wish to resign, we ask that you notify your Tradewind Subs Consultant of your anticipated departure date at least two (2) weeks in advance. More notice is always appreciated to ensure a smooth transition for the company, the school and your co-workers/colleagues. **The notice should be submitted in writing to your Tradewind Subs Consultant and HR.**

Failure to report to work for three (3) consecutive days without notifying management will be treated as a voluntary resignation.

### **Final Pay and Obligations**

- Upon termination, employees will be paid all wages due in accordance with applicable law.
- Any outstanding financial obligations owed to Tradewind Subs may be deducted from your final paycheck, only with prior written authorization and as permitted by law. If the final paycheck does not cover the balance, the employee remains responsible for repayment.
- Salary and benefits will end on the effective date of termination, unless otherwise required by law or covered under a separate agreement.

### **Re-Employment Eligibility**

Employees who leave Tradewind Subs in good standing may be considered for re-employment in the future.

### **Post-Employment Contact Information**

For tax reporting and other administrative purposes, employees who resign are asked to provide Tradewind Subs with an accurate forwarding address for at least one year following separation for W2 purposes