



Diocese of Gary
Resignation and Rehire Policy and Procedures
Effective February 1, 2011

Purpose

Although we hope your employment with the Diocese of Gary will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. The following guidelines focus on resignation and rehire procedures.

Application

This policy applies to:

- All employees of Diocese of Gary, parishes, agencies and subsidiaries.

Resignation Procedures

All employees, including supervisors and temporary employees, should provide at least two weeks notice to facilitate a smooth transition.

All resignations must be confirmed in writing including an effective date. Employees who orally resign and do not follow up in writing will receive a "Confirmation of Resignation" form from their supervisor to confirm the final date of employment.

If an employee provides more notice than requested, the employer will evaluate whether the additional notice is necessary for effective business operations and will notify the employee of the final date of employment.

Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as job abandonment and voluntarily resigning their employment as of the end of the 3rd day.

Employees will not be allowed to rescind a resignation whether given orally or in writing, once the resignation has been confirmed by the employer.

Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.

Rehire Procedures

Employees who resign in good standing and whose documented performance is above average under the Diocese of Gary's Performance Management System will be eligible for reemployment.

Previous employment does not guarantee rehire with the Diocese of Gary. The employer retains the right to hire the most qualified applicant for the open position.

Bar From Employment / Ineligible for Rehire

Any employee who is terminated for violating policy or given the opportunity to resign in lieu of termination of employment is required to be reported to the Diocesan Human Resources office who will be responsible for recording.

If an employee does not provide at least 2 weeks advance notice, fails to work the remaining 2 weeks, or does not fulfill employer obligations during the notice, the employee will be ineligible for rehire.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire at the Diocese of Gary or any of its subsidiaries.

Employees who fail to return and / or sabotage any company property including but not limited to keys, credit cards, uniforms, cellular phones, computers/software, pagers and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of the Diocese of Gary.

Diocesan Human Resources Department would notify employees deemed ineligible for rehire.