

Project Termination Procedures



VOLUNTARY TERMINATION



Employee notifies project of voluntary term

Employee provides letter of resignation

Project submits ePAF Termination in the RCUH HR Portal:

- Action: Termination > Voluntary Term
- ePAF must include:
 - Letter of resignation
 - Last day employee will work
 - Official termination date
- NOTE: ePAF not needed if employee is transferring into new RCUH position

RCUH HR approves ePAF Termination



INVOLUNTARY TERMINATION



Project provides employee with written notice of involuntary termination (within 10 days of termination)

Project completes Termination of Employment Form (Part II and III)

Project submits ePAF Termination in the RCUH HR Portal:

- Action: Termination > Involuntary Term
- ePAF must include:
 - Completed Termination of Employment Form
 - Notice of termination to employee
 - Last day employee will work
 - Official termination date

RCUH HR approves ePAF Termination

NEED HELP? Email RCUH Human Resources at rcuhhr@rcuh.com