



12.5 RESIGNATION

When an employee decides to leave LADD, please advise Management at least two weeks prior to the date of departure so that an orderly transition can be made. This process includes turning in LADD property, completing required forms and obtaining appropriate clearances.

Employees resigning are expected to work their scheduled shifts until they leave employment. When an employee leaves in good standing (i.e. gives 2 weeks' notice and fulfills their obligations) they may be paid out their Flex Time. It will be up to LADD's discretion if they are eligible for rehire within 6 months of leaving the company. Employees who do not leave in good standing will not be eligible for Flex Pay Out and it will be up to LADD's discretion whether they are eligible for rehire within 6 months of leaving LADD.

An employee may be involuntarily separated from employment when LADD determines that continued employment will not be to the benefit of the employee or LADD. Since the employment relationship is of an at-will nature, an employee can be dismissed without notice.

If an employee is eligible, a summary explanation of COBRA benefits is available at separation. Employees are urged to read the COBRA Policy for more information.

See Section 4. Attendance, Time Off, FMLA of the Employee Handbook/Code Conduct regarding Flex Time.

See Section 5. Benefits & Insurance of the Employee Handbook/Code of Conduct for the COBRA Policy.

LADD

WE MAKE THE DIFFERENCE