Employee Separation / Exit Policy

Scope

This policy is a guide for the people who will be stakeholders for the exit process. They can refer to this policy for smooth transition.

This policy is applicable to all Employees / Consultants/ Volunteers at all levels.

Notice Period

If an employee decides to leave the organization (voluntarily) OR is asked to leave the organization (involuntarily) they are required to serve a notice period.

The notice period for permanent employees will vary from 30- 90 days depending on your grade, requirement and the time required for handover to be completed. Your notice period will be communicated to you, when your manager accepts your resignation. The notice period will be as below :

- AM & below – 30 days
- Managers & Senior Manager – 60 days
- HOD – 90 days

Notice period during probationary period would be 30 days for all the employees. Employees are expected to complete the handover process before the completion of the notice period.

Managers are required to communicate the decision regarding resignation acceptances, within one week of receiving the resignation. Manager can only reject the resignation, if the employee voluntarily withdraws their resignation.

Handover process starts once the Manager confirms that the employee is determined to leave & he accepts the resignation. The handover tracker & Exit Interview Form need to be shared with the resigned employee by the line manager before 15 days of exit.

If the staff member is asked to leave, Bright Future will give a notice period or the equivalent salary, in lieu of such notice. The staff member will be entitled to accept such termination with immediate effect or from any date before the expiry of the notice period.

In case of termination due to disciplinary lapses, the organization may terminate a staff member's services forthwith, without any notice or pay there for.

The Head of Department/ 'People' team reserves the right to delay the date of separation until the below mentioned handover process is completed satisfactorily.

Furthermore, ‘People’ will facilitate the process of exit handover and clearances from all departments

The employee is expected to ensure a smooth handover to the person nominated by the management.

Leaving Formalities and Handover Checklist

At any point in a staff member’s career when s/he has to part from us, the organization will assist him/her in the decision in whichever way possible. We realize that leaving would be a difficult decision for the employee and may be difficult for the organization too, however following this policy should minimize the damages to both parties.

Before leaving the organization, the staff member must fulfil the following responsibilities as part of their ‘Leaving and Handover process. As soon as the resignation is accepted the handover tracker & Exit Interview Form need to be shared with the resigned employee by the line manager. A Checklist of what all needs to be handed over will also be provided to the employee.

Employee is required to complete all the below before getting the sanction to leave the organization

- Verify TDS and bills / documents, advances status before the Full & Final Settlement
- Go through an exit interview with the reporting Manager and 'People Function'.
- Handover of complete charge must be done to the person designated by the management (may be replacement or peer or manager) and must be documented in detail to facilitate smooth takeover by the person who decided to replace her/him.
- Handover of all electronic gadgets like laptops, mobile phones provided by us, common document passwords etc. to the immediate supervisor and the person replacing the staff member.
- Indicate her/his new address for future communication and sending of certificates.
- All dues towards the staff will be settled within 40 days of the date of cessation of employment and completion of responsibilities indicated above.
- Unutilized earned leaves will be encashed in the full and final settlement.
- Filling Exit Form: Exit interview form should come to 'People Function' before the last working day. The purpose of this form is to analyse the gaps in the work we do. It will project the inputs for training and development purposes. We value each & every feedback, your feedback is valuable because you are actually working on the program on every single day.
- Any loss/damage of the office items entrusted to the employee will be liable for compensation by the employee.

Full & Final Settlement:

Full & Final settlement (FNF) will be done from the 40 working days of Exit clearance form received.

The FNF amount will pay be NEFT in salary account.

As soon as payment is received, the resigning employee should sign the no dues/no grievance letter.

Once 'People Function' receives the ‘no dues’ letter, a copy of the relieving letter will be sent/handed over to the employee