 Sunbelt Software	Human Resource Services Policy Manual	HRSP No.	200-0022-2009
	Resignation	Revision No.	01.00.00
		Effective Date	July 1, 2009
		Page No.	1 of 2

REVISION HISTORY

REV. NO.	ISSUED DATE	DCN. NO	DESCRIPTION OF CHANGE	REQUESTOR

APPROVALS

PREPARED BY	REVIEWED BY			APPROVED BY
Elflida Manlangit / Arturo B. Cunanan	Joseph B. Pelias	Lisa Synder	Michael St. Nietzel	Alex Eckleberry
Initiator	Technical Manager	Director for Human Resource	VP for Treats and Research	PRESIDENT

STATEMENT OF POLICY


To ensure the smooth turnover of workload, documents and company properties, the resigning employees are required to give a thirty (30)-day notice before the effectively date of their resignation as provided by law.

DEFINITION OF TERMS

- Employee** – includes any individual employed by an employer. (Art. 212, (f) Vol II, Revised Edition, 1999 p. 13)
- Office Administrator** – a position at Sunbelt Software Philippines that is in charge of administrative, human resource, and financial services of the entire Philippine group.
- Probationary Employee** – where probationary employment shall not exceed six (6) months from the date the employee started working. (Art. 281 Vol II, Revised edition, 1999 p. 560)
- Regular Employee**- An employee who is allowed to work after a probationary period shall be considered a regular employee. (Art. 281 Vol II, Revised edition, 1999 p. 560). An employment shall be deemed to be regular where the employee has been engaged to perform activities which are usually necessary or desirable in the usual business or trade of the employer. (Art. 280 Vol II, Revised edition, 1999 p. 527)
- Supervisory employees** – are those who, in the interest of the employer, effectively recommend such managerial actions if the exercise of such authority is not merely routinary or clerical in nature but requires the use of independent judgment. (Art. 212 (m) Vol. II Revised Edition, 1999 p. 13,)

GUIDELINES

- The required number of days prior to the effectivity of resignation of both probationary and regular employees is thirty (30) calendar days as provided by law.
- The Letter of Resignation shall be submitted to the employee's respective department/unit head/supervisor copy furnished Office Administrator. The letter of resignation of an employee with pending case/s shall not be accepted until he/she is found innocent of the charges.
- An exit interview shall be conducted and documented by the Office Administrator.
- The resigning employee's one month's salary prior to resignation or separation shall be put on hold.

 Sunbelt Software	Human Resource Services Policy Manual	HRSP No.	200-0022-2009
	Resignation	Revision No.	01.00.00
		Effective Date	July 1, 2009
		Page No.	2 of 2

5. The department/unit head/supervisor shall ensure the proper turnover and documentation of workload, documents and company properties. A duplicate of the documentation must be attached to the employee's clearance form. The documentation shall be filed in a folder for resigned employees.
6. A day after the effectivity of the employee's resignation, he/she may route the clearance form for signatures of those he/she had been formerly assigned and is presently assigned.
7. If the company is remitting loan payments for the resigning employee with any government institution like Social Security System, Pag-Ibig and Home Development Mutual Fund, the Office Administrator should send a letter to said institutions stating the employee's outstanding loan balance and the effectivity date of the employee's resignation from the company.
8. The employee's remaining benefits, if any, together with the clearance certification may be released after the signatories have fully certified that the employee has no liabilities and benefits have been computed and approved for release within a reasonable period of time. The Technical Manager shall approve the release of benefits and clearance of the resigned employee.
9. Computation of the resigning employee's benefits is as follows:
 - Add: 13th month pay (pro rated if work rendered is less than 12 months)
 - Remaining Vacation Leaves and Sick Leaves, if any
 - One month withheld salary
 - Separation benefit, if any
 - Deduct: Tax adjustments (if any)
 - Maternity/Sickness cash advance, if applicable
 - Liabilities, if any