

LEAD COLLEGE (Autonomous)

Approved by AICTE, Affiliated University of Calicut

EMPLOYEE EXIT POLICY

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1. Objective

This policy outlines the procedures to be followed during the separation of an employee from LEAD College of Management, ensuring a smooth and professional transition for both parties.

2. Scope

This policy is applicable to all teaching, non-teaching, contract, and probationary employees of LEAD College of Management.

3. Types of Separation

- **Resignation:** Voluntary separation initiated by the employee.
- **Retirement:** Upon reaching the prescribed age or opting for voluntary retirement.
- **Termination:** Separation initiated by the institution for disciplinary or performance-related reasons.
- **Contract Completion:** End of the specified tenure or project-based employment.

4. Notice Period

A **minimum of 30 days' written notice** is required from:

- Employees intending to resign from their position, or
- The institution in case of termination (unless otherwise specified due to misconduct or other valid reasons).

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In lieu of the notice period, salary for the equivalent number of days may be paid or recovered, subject to management discretion.

5. Resignation Procedure

- A formal resignation letter must be submitted to the Reporting In-Charge, with a copy to HR / Admin.
- The HOD forwards the letter along with remarks to the Director for review.
- HR acknowledges receipt and initiates the Exit process.

6. Exit Interview

Before the final working day, HR will conduct an exit interview to:

- Understand the reason for resignation
- Gather feedback for organizational improvement
- Resolve any employee concerns

The feedback will be documented and kept confidential.

7. Clearance Procedure

Before the final settlement, the employee must obtain clearance from:

- Academics
- Library
- IT department
- Accounts department
- Examination Cell
- IQAC department
- HR / Admin department

All institutional property must be returned in proper condition.

8. Final Settlement

The final settlement will include:

- Salary dues
- Recovery of any advances or dues

The settlement will be processed within **30 working days** from the last working day.

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9. Relieving Documents

Upon completion of the clearance process, HR will issue:



- **Relieving Letter**
- **Experience Certificate**
- **Service Certificate** (if requested)

10. Post-Exit Confidentiality

All former employees are bound to maintain confidentiality of institutional data, documents, and information as per the terms of their employment.

11. Rehire Policy

Re-employment will be considered based on the individual's past performance, behaviour, and reason for exit.

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