

## Employee Resignation, Clearance, and Offboarding Policy

**Policy Code:** HR-2026-001

**Version:** 3.1

**Date Issued:** 24-April-2026

**Effective Date:** 24-April-2026

### SECTION I: POLICY (EMPLOYEE GUIDELINES)

#### 1. Policy Statement

The Company recognizes the right of employees to voluntarily resign in accordance with Article 300 of the Labor Code of the Philippines. This policy provides guidelines to ensure that resignation and offboarding are handled in a manner that supports legal compliance, operational continuity, proper turnover of duties, and protection of company assets and information.

#### 2. Legal Basis

This policy is governed by the following:

- Article 300 – Termination by Employee (Labor Code of the Philippines)
- Republic Act No. 11036 – Mental Health Act
- DOLE Labor Advisory No. 06 Series of 2020 (Final Pay Guidelines)
- Republic Act No. 10173 – Data Privacy Act of 2012

Resignations due to health or mental health conditions shall be treated as valid grounds under analogous causes, supported by appropriate documentation when necessary.

#### 3. Scope

This policy governs the voluntary resignation, clearance, and offboarding process of employees.

It outlines the employee's rights, responsibilities, and the Company's procedures from resignation submission up to final separation.



This policy applies to:

- Probationary Employees
- Regular Employees
- Supervisory Employees
- Managerial Employees

## Probationary Employees

Resignation of probationary employees shall also be governed by the terms and conditions stated in their probationary employment contract, including any applicable evaluation or separation provisions.

## Project-Based Employees

This policy applies only if a project-based employee resigns prior to project completion. Separation due to completion of project or contract shall be governed by the terms of the employment contract.

## 4. Definition of Resignation

Resignation refers to the voluntary act of an employee to terminate employment through written notice.

## 5. Right to Resign

Employees have the right to resign at any time. The Company shall not refuse to receive a resignation, subject to compliance with notice period, turnover, and clearance requirements.

## 6. Notice Period Requirement

Position	Required Notice
Rank and File	30 days
Supervisory / Managerial	60 days

The notice period for Supervisory and Managerial employees is stated in the Company's Employee Handbook, which forms part of the terms and conditions of employment.



## 7. Negotiation of Notice Period

Requests for shortened notice period shall be subject to approval and proper documentation.

## 8. Liability for Non-Compliance

Failure to complete the required notice period may result in liability equivalent to the unserved portion of the notice period, subject to applicable labor laws.

## 9. Immediate Resignation

Immediate resignation may result in liability unless supported by valid grounds.

## 10. Just Causes for Immediate Resignation

Immediate resignation without liability may be justified under the following:

- Serious Insult – *Abusive, degrading, or offensive conduct that affects the employee's dignity*
- Inhuman or Unbearable Treatment – *Acts that create a hostile or unsafe work environment*
- Commission of a Crime – *Any unlawful act committed against the employee or their immediate family*
- Analogous Causes – *Other similar situations that reasonably justify immediate resignation*

## 11. Health and/or Mental Health Reasons as Cause of Resignation

Employees may resign due to health or mental health reasons. Supporting documents may be requested but are not required for resignation acceptance. All information shall remain confidential.

## 12. Employee Accountability

Employees must complete turnover, return assets, and protect company data. Unauthorized actions such as deletion or misuse of data are strictly prohibited.



### **13. Leave Usage During Resignation Period**

Leave remains subject to approval. Requests for consecutive leave days may be declined if it affects operations or turnover.

### **14. Clearance and Final Pay**

Final pay shall be released within thirty (30) days from separation.

Final pay includes:

- Unpaid salary
- Pro-rated 13th month pay
- Unused Service Incentive Leave (SIL) conversion

Deductions may include:

- Unreturned or damaged company property
- Valid and documented accountabilities
- Agreed liabilities

All deductions must comply with labor laws and be properly documented.

### **15. Certificate of Employment**

The Company shall issue a Certificate of Employment (COE) upon request. Within three (3) working days from request. The COE shall contain factual employment details only.

### **16. Withdrawal of Resignation**

Requests to withdraw resignation must be submitted in writing. The Company shall communicate its decision within three (3) working days from receipt of the request. Approval remains subject to operational requirements.

### **17. Resignation During Investigation**

Investigation shall continue, and results shall be recorded in the employee's 201 File. Final pay shall still be released within the prescribed timeline.

### **18. Rehire Eligibility**

Based on employment record, including compliance, turnover, clearance, and disciplinary history.



## 19. Data Privacy

All employee information shall be handled in accordance with RA 10173.

## 20. Effectivity

This policy shall take effect upon approval.

## SECTION II: IMPLEMENTATION PROCEDURE

### STEP 1: Submission of Resignation

#### Employee Action

The employee must:

- Submit resignation via email
- Address to Business Unit Head / Department Head
- CC Human Resources ([hr@expedise.ph](mailto:hr@expedise.ph))

#### Alternative Submission

Employees may submit a printed resignation letter to HR.

- HR must stamp date and time
- Stamped copy serves as official receipt

#### Required Details

Resignation letter must include:

- Intended last working day
- Date of submission
- Reason (optional)

### STEP 2: HR Acknowledgment

- Send an acknowledgement email within 24hrs.



## STEP 3: Notice Period Computation

### HR Responsibility

- Identify employee classification
- Determine required notice: 30 days or 60 days
- Compute Start of Notice period and Last Working Day
- Check if Immediate resignation, partial rendering or potential liability

## STEP 4: Notice Period Negotiation (If Applicable)

Employee requests shortened rendering period

### Process

1. Employee submits request
2. Immediate Head evaluates operational impact
3. HR reviews compliance risk
4. Management decides

### Decision Outcomes

Scenario	Action
Approved	No liability
Not approved	Full notice required

### Documentation

- ✓ Must be in writing
- ✓ Filed in HR records

## STEP 5: Turnover Planning

Within **2-3 working days** after acknowledgment

### Immediate Head + Employee

- Create **Turnover Plan**
- Identify:
  - Tasks
  - Reports
  - Accounts
  - Deadlines



## STEP 6: Turnover Execution

### Employee Responsibilities

The resigning employee must:

- Complete all pending deliverables
- Submit all required reports and documents
- Endorse all tasks, accounts, and responsibilities
- Provide necessary knowledge transfer to the assigned replacement or team

### System Turnover

Employee must turnover access for:

- HRIS
- Email
- Shared Drives

### STRICTLY PROHIBITED

- Deleting company files
- Altering system records
- Withholding access

### Turnover Acknowledgment Requirement

All turnover must be formally documented and acknowledged through a Turnover Acknowledgment Form, signed by the following:

#### 1. Resigning Employee

Confirms that:

- All duties, tasks, and responsibilities have been properly endorsed
- All files, documents, and system access have been turned over
- No company data has been withheld, deleted, or altered

#### 2. Receiving Employee / Replacement

Confirms that:

- The turnover was properly conducted
- The necessary knowledge and files were received
- They understand the responsibilities being transferred



### 3. Immediate Head / Department Head

Confirms that:

- The turnover is complete and acceptable
- All critical tasks have been properly endorsed
- The department is operationally ready after the employee's exit

### 4. HR Validation

- HR shall ensure that the Turnover Acknowledgment Form is completed and properly signed
- The document shall be filed as part of the employee's exit records

NOTE: Turnover shall be considered incomplete if the acknowledgment form is not fully signed. Any dispute regarding incomplete turnover shall be resolved based on the documented acknowledgment.

### STEP 7: IT and System Control

1-2 days before last working day

#### IT Responsibilities

Disable access to:

- HRIS
- Email
- All systems (Click Up)

#### Verification

Check for:

- Data deletion
- Unusual system activity

### STEP 8: Leave Monitoring During Notice Period

#### Immediate Head + HR Responsibility

- Review leave applications



## Rules

- Leave is subject to approval
- 2 or more consecutive days may be denied

## Condition

Leave allowed only if:

- Turnover is completed
- No operational disruption

## STEP 9: Exit Interview

The exit interview shall be conducted within the employee's last working days, preferably 1-2 days before the last working day.

## HR Responsibility

- Schedule the exit interview and notify the employee in advance
- Ensure the interview is conducted in a confidential and professional manner

The Exit interview aims to understand the:

- Reason for resignation
- Gather Feedback on:
  - Immediate Head, Colleagues
  - Work environment
  - Compensation
  - Company Policies and Processes
  - Improvements and Suggestions

## STEP 10: Clearance Process

### Employee must secure clearance from:

- Immediate Head
- HR
- IT
- Knowledge Transfer

## Requirements

- Signed clearance form
- Completed turnover
- Returned assets



## **STEP 11: Asset Return and Inventory**

The employee must return all company-issued assets, including:

- Laptop and devices
- Company ID or any access card
- Documents and materials

Administration and/or IT shall:

- Verify condition of returned assets
- Record status
- Identify any missing or damaged items

Any unreturned or damaged assets shall be documented and may be subject to appropriate action or deduction, in accordance with policy and law.

## **STEP 12: Final Pay Processing**

### HR Computes

- Unpaid salary
- Pro-rated 13th month pay
- Service Incentive Leave conversion
- Approved deductions

## **STEP 13: COE and Document Release**

### HR Issues

- Certificate of Employment
- Final Pay
- Quitclaims



## SECTION III: ACKNOWLEDGMENT AND AGREEMENTS

I, \_\_\_\_\_, confirm that I have read and understood the Company's **Employee Resignation and Offboarding Policy**.

I agree that any validated and documented liabilities or damages may be deducted from my final pay, in accordance with applicable laws.

If my final pay is not sufficient, I agree to settle any remaining balance, subject to validation and mutual agreement, and in accordance with applicable labor laws and DOLE regulations.

This agreement is made voluntarily.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# EXPEDISE

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