

# Separation Pay

An employee who has worked at Foothills for 12 months or longer is eligible for separation pay. An employee may receive up to three weeks of their normal pay (either salary or calculated from the prior 12 weeks of hourly earnings), by providing a minimum of 3 weeks' notice of departure in writing. If notice is less than three weeks, separation pay will mirror the notice given, i.e. two weeks of pay for two weeks' notice. If the employee gives less than one week notice, no separation pay will be provided.

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