



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Position Elimination (Pay In Lieu Of Notice)

**THIS POLICY**

Policy Number: 212

Effective Date: 02/01/03

**REPLACES POLICY**

Policy Number: New Policy

Effective Date: New Policy

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**POLICY:**

Wesley Woods Senior Living, Inc. will consider assisting regular full-time employees with pay in lieu of notice who are involuntarily separated from employment from Wesley Woods Senior Living, Inc. for reasons other than discharge "for cause". Wesley Woods Senior Living, Inc. reserves complete discretion to determine when this policy will be implemented, including employees eligible for such pay and how much advance will be given.

**ELIGIBILITY:**

To be eligible for pay in lieu of notice, employees must meet at least the following requirements:

1. Employees must be in regular full-time status for one full year including the date the termination becomes effective.
2. In the event Wesley Woods sells or divests itself of a facility as an ongoing operation, an employee of such facility whose employment is continued by the new entity will not be eligible for the provisions of this policy.

**GUIDELINES:**

1. Unless other arrangements have been made, pay in lieu of notice will be calculated at the rate of one-half week for each full year of service at Wesley Woods Senior Living, Inc. with a minimum of 2 weeks pay.
2. Compensation paid in lieu of notice will be paid biweekly during the normal payroll cycle. Personal time will stop accruing on the last day of active employment, and will be paid out in a lump sum on pay period following the end of the compensation period.
3. All taxes and deductions required by federal and state and local laws will be deducted.
4. ID badges, keys, and other property of Wesley Woods Senior Living, Inc., must be returned to the immediate supervisor on the last day of employment.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Date Reviewed: 2/01/03 Reviewed: 09/01/2007 Adair Maller, Director Human Resources