

The Paraplegic and Quadriplegic Association of SA Inc.



Support Worker Resignation Policy and Guidelines

Policy

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQA) requires in the best interest of the clients, a Support Worker resigning from their position with HOMECARE PLUS, to give at least 1 weeks notice of the resignation.

This will enable the Client Service Officer to find a suitable replacement/or cover shifts until a suitable replacement is found, thereby causing minimal disruption and inconvenience to the Clients.

Approved by:

Date: July 2008

The Paraplegic and Quadriplegic Association of SA Inc. is incorporated under the *Association Incorporation Act 1985 (SA)* and conduct its business through operating Divisions, namely **PARAQUAD SA and HOMECARE PLUS.**

Statement

This Policy has been developed in the best interests of the Clients of HOMECARE PLUS in order that there is minimal disruption and inconvenience caused to them and their services when a member of their team resigns.

Please remember that when you resign, another Support Worker that the Client may not have met before will need to be sent to cover the shifts that your resignation leaves vacant.

Therefore, the more notice that is given of the impending resignation will allow clients more time to meet and become familiar with their new team member.

Guidelines

Please adhere to the following steps:

1. Advise your Client Service Officer via the telephone of your intention to resign from HOMECARE PLUS, which will be accepted. The verbal advice must then be followed up by a written/typed letter of resignation, signed, and addressed to:

**Manager, Human Resources,
HOMECARE PLUS
Ground Floor, 225 Greenhill Road
DULWICH SA 5065**

2. Your letter of resignation must include the following information:

- a) **Last day and date of employment (give at least 1 weeks notice from the time your letter of resignation is received)**
- b) **List of Clients you work for**
- c) **Details of shifts for each Client**
- d) **Reason for resignation (optional)**

3. You are required to return the following items (which remain the property of the Association) to the Human Resource Manager prior to your last day of employment with HOMECARE PLUS:

- a) **Support Worker Handbook, RN Handbook 1&2**
- b) **Identification Badge**
- c) **Any other property belonging to the Association and HOMECARE PLUS**
- d) **Any property belonging to Clients of HOMECARE PLUS**

4. On return of all of the Association, HOMECARE PLUS and HOMECARE PLUS Clients property, a Statement of Employment from HOMECARE PLUS will be forwarded to you, which may be requested/or used by future employers for confirmation and proof of employment as a Support Worker.