

EMPLOYEES' LEAVE

Objective and scope

Ensure the return of company working material and tools when an employee leaves any NHHG work center.

Summary

- 1 Employees' leave
- 2 Templates and files
- 3 Flowchart
- 4 Procedure validation

1. Employees' leave

Responsible: Employee, Employee's supervisor, Human Resources, IT, Treasury and General Services

For the correct leave process of any employee, the following steps must be taken:

The supervisor or the employee (it depends on the case) **will inform** the HR department about **the leave, in written form** at least 15 calendar days in advance. If the employee leave is voluntary, her/his supervisor has to sign the receipt of the leave notification.

In addition, when the supervisor receives the future leave notice, **Human Resources department** will send the [Check list Employees' Leave](#) template (supervisor or employee can download it) to contact all the necessary departments and ensure that they carry out all the necessary actions for the correct leave of the employee. Each department involved has to sign its corresponding section and when the process is finalised, it must be sent to Human Resources.

The **employees' supervisor** will inform Human Resources of the **remaining vacation days and any other variable or extra payroll concept** to include in the employee's settlement. Moreover, the following points will be verified together with the employee:

- The employee has registered all **pending travel expenses** (if applicable) and the supervisor has approved them in SAP before the leaving date.
- The employee has managed **pending tasks** and has properly delegate future tasks. For example, pending approvals in SAP and the delegation of future notifications in her/his SAP inbox. (see more details in the document [SAP Workflow Tasks delegation](#)).
- The supervisor will accompany the employee to clean up her/his belongings and personal files, ensuring that the workspace is free from personal items.

Immediately after receiving the notification of the leave, the Human Resources department will contact the Treasury department, so that it can verify the following points:

- In case the employee held a **company credit card**, Treasury will:
 - Claim the employees 'card and physically destroy it.
 - Request the cancellation and deactivation of the card from the banking entity and request a card extract.
 - Check with Central Services/Administration the detail of any settlement pending or in approval or payment process to see if it is necessary to claim more settlements of additional travel costs or proceed to deduct them in the event of advances.
 - Request the cancellation and deactivation of the card from the banking entity within the time frames defined by Human Resources.
 - Hereafter and until the effective payment of the settlement, it will be verified that no payment has been made immediately prior to the deactivation of the card, since due to administrative bank processes it can take a few days to display its status. In the event that any payment is identified, the direct responsible of the employee will be contacted for justification or settlement adjustment in case of non-approval.
- If a **travel advance or a payroll advance** had been granted and its settlement is pending, it may:
 - Be deducted from a travel expenses sheet that is pending payment.
 - Be deducted from payroll or from the final employee's payment.

The end solution will be determined on a case-by-case basis, in mutual agreement between the Employee, Treasury and Human Resources departments.

The Legal department (or Administration department, if applicable) will be informed of the employee's leave, so that they can check if the employee has any **powers assigned** and revoke them.

The Human Resources department will make the necessary arrangements in the event that the employee has any product in the **flexible pay programme** or if s/he is receiving any **social benefits**.

The last day, the employee must return all **IT equipment and tools** belonging to NH to the IT department. This department will also ensure that the employee has been **removed from the systems** of the Company (SAP, AD, Share Folders, SharePoint, VPN and any others).

Together with the Human Resources department, the management of SAP approval roles (if applicable) will be transferred to the appropriate person.

When the employee leaves, General Services (Administration department or Human Resources department or Administration as applicable) has to be informed, so that GGSS can get back any type of **access to the workplace** (keys, card, fingerprint), **the uniform** (and the key of the locker, if applicable) and return the **phone or other mobile devices**.

If the employee had been assigned a role in the **workplace emergency plan**, she/he should be replaced immediately.

The [Check list Employees' Leave](#) template , duly signed, must be delivered by the employee or by her/his supervisor to the Human Resources department. HR will check that all the necessary steps have been completed so that the calculation of the final settlement can be released. It will be filed in the employee's file.

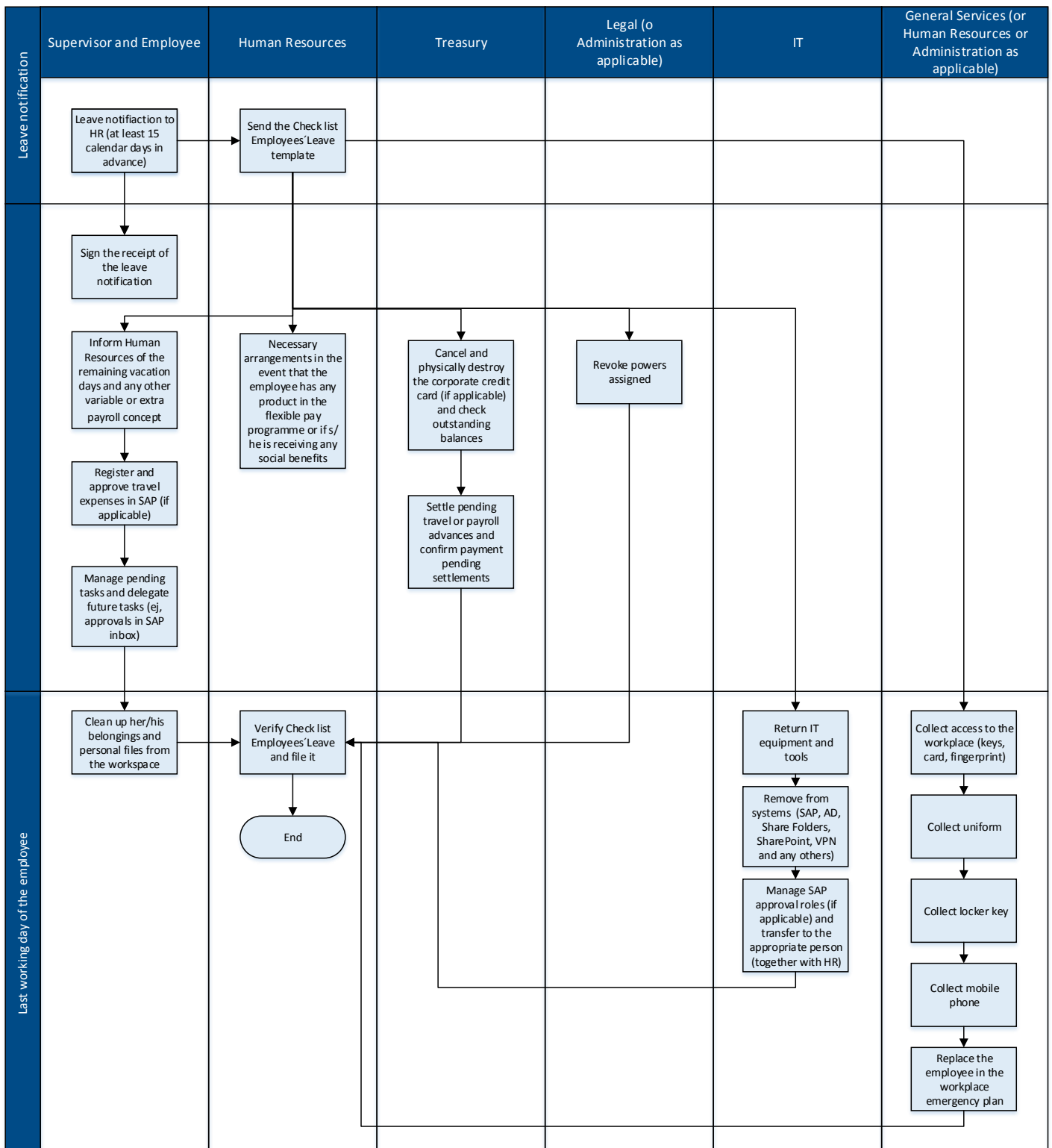
In the event of **forced departures**, all the steps indicated must be followed, in order to ensure the return of all working materials and tools belonging to the Company. The Human Resources department will inform all other departments of these compulsory employee leave as soon as possible, in particular the Treasury and IT departments.

If the application of this procedure is not possible because the employee leaves the Company with properties and/or work items owned by NHHG, Human Resources will notify this circumstance immediately to IT and Administration with the following actions to take: immediate dismissal of the mobile telephone line, owned by NH; immediate request for cancellation and deactivation of the corporate credit card to the bank (if applicable); the cancellation of all entry keys and accesses to all NH systems and programs to which she/he could access through the company's PC; cancel the employee's access key or card to the workplace, and take any other additional action in defense of the company and to reduce any type of risk for NHHG. Furthermore, if it is strictly necessary, Human Resources will initiate the corresponding legal measures, in order to recuperate the items and properties retained by the employee and to continue with the accurate management of the conflict.

▶ 2. Templates and files

[Check list Employees' Leave](#)

3. Flowchart



► **4. Procedure validation**

Version	Corporate Area	Approved by:		Approval dates
1 (only HQ)	Human Resources	SVP Human Resources	Fernando Córdova	December 2014
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2	Human Resources	SVP Human Resources	Fernando Córdova	September 2017
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	Administration	SVP Administration	Francisco Morillo	
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