

## FAQs on Separation Process

### **What do CBE PH employees need to know when they resign?**

CBE Companies hopes your employment with the company will be a mutually rewarding experience. CBE understands however, varying circumstances do cause employees to voluntarily resign their employment. In the event you the employee needs to resign, we request you follow the guidelines below regarding notice and exit formalities.

### **How long is the notice period?**

Under Article 300 of the Labor Code of the Philippines, an employee must give a thirty (30)-day notice before they leave. If the employee fails to provide this 30-day notice and leaves immediately, CBE may hold the employee liable for damages incurred against the employee during this 30-day period.

### **How do I tender my resignation?**

In the Philippines, all resignations must be confirmed in writing. An employee submits a written notice to their supervisor that must include the reason for leaving and the effective date. The supervisor accepts the resignation letter by affixing their signature and submitting the acknowledged resignation letter to Human Resources (HR). In some cases, the resigning employee will receive an Acceptance of Resignation notice from HR.

### **What are the exit formalities?**

All exit employees must process their clearance. This allows an employee to be cleared of any accountability, including the settlement of all debts and obligations and the return of CBE property and documents. The exit employee:

- Submits the fully accomplished clearance form to HR
- Vacates their locker or pedestal (whichever is assigned to them)
- Returns CBE property: equipment, access cards, lanyard, HMO card, etc.

### **How do I return my company-issued property?**

Failure to return company property may result to deduction of the corresponding amount from the employee's full and final pay. An employee may surrender company-issued property along with the clearance form at the reception area of CBE or via courier.

For Work-from-Home employees, the supervisor will schedule the pull-out of equipment from the employee's home address on record.

### **What are included in my full and final pay?**

An employee's full and final pay includes:

- Unpaid worked days in the applicable pay periods
- Conversion of maximum five (5) days Vacation Leave (Service Incentive Leave)
- Pro-rated 13<sup>th</sup> month pay
- Tax refund, if applicable
- Deduction of any statutory loans from the SSS or Pag-IBIG, if applicable

### **When can I get my full and final pay?**

The processing and release of the full and final pay may require at least thirty (30) calendar days after an employee's successful processing of clearance.

### **How can I get my full and final pay?**

HR will reach out to an exit employee within thirty (30) days from their separation date, through the email address declared in the clearance form, to discuss their final pay computation and separation documents. If the exit employee does not have any disputes with the computation, a signed copy of the final pay documents must be sent to HR.

The following documents will be shared, including:

1. Final pay computation
2. BIR Form 2316
3. Certificate of Employment
4. Last withheld pay slip(s)
5. Release, Waiver, and Quitclaim

Once signed documents are in order, HR will request for a bank transfer to be arranged by the Finance team. Bank transfers are only scheduled every Friday of the week.

### **When is the training bond agreement applicable?**

As stipulated in the agreement, if a new hire leaves the company voluntarily before the four-month period from their hire date, the training bond amount equivalent to their basic pay will be deducted from their full and final pay. This agreement is discussed by the Recruiting team and signed by the employee at the early stages of the onboarding process, along with the job offer letter.

### **Do I need to go through an exit interview?**

CBE has an optional exit interview that is conducted through a standard exit survey given to an employee leaving the company. It is used to gather feedback on how the employee feels about their time working at CBE.

**What if I change my mind and no longer wish to resign?**

An employee who wishes to rescind their resignation must request for approval in writing to their Supervisor. It will be up to management to accept or reject the withdrawal of the resignation.

Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so consistent with CBE's retention efforts.

**Will I be eligible for rehire?**

An employee who resigns in good standing will be eligible for reemployment after a period of six (6) months from the last date of employment.