

VOLUNTARY EXIT PROGRAM – United Nurses of Alberta

November 12, 2009

This information is intended for Alberta Health Services employees who are members of United Nurses of Alberta (UNA).

PROGRAM GUIDELINES

The Voluntary Exit Program is open to all United Nurses of Alberta employees of Alberta Health Services.

This is a time-limited program. Employees that submit an Expression of Interest to exit the organization voluntarily and upon discretionary approval by AHS, would be eligible for a lump sum payment based on their years of continuous service.

Applicants who are identified for voluntary exit will only be approved providing the termination results in a reduction in FTE's.

ELIGIBILITY

UNA members are eligible for a payment of 1.5 weeks of salary for each year of continuous service to a maximum of 52 weeks (prorated for part-time employees).

EXPRESSION OF INTEREST

The Expression of Interest application contains three parts:

Part A: Interested UNA members can submit the Expression of Interest application to HR Services to show interest in the Voluntary Exit Program. Completed Expression of Interest applications will be accepted by your HR Services representative by fax or email up until 1630hrs on Monday, November 30, 2009.

Part B: HR Services completes information on eligibility and what the lump sum payment would be and returns the form to applicant (by December 14, 2009, 1600hrs).

Part C: Completed by applicant who is required to confirm registration in or withdraw from the voluntary exit program (by December 21, 2009, 1600 hrs). If applicant decides to continue with process, the application is irrevocable. At this step, a decision to exit the organization is still pending AHS approval. Once your application has been submitted it will remain valid for four (4) months.

UNA members can download the [Expression of Interest Form](#) or obtain one from their HR Services representative.

AHS has sole discretion for approving voluntary exit applications and for determining who would be a suitable match into vacated positions. There is no guarantee that your application will be approved. Please note that while Alberta Health Services focuses on Pandemic 2009 (H1N1), the timing and approval of exits will be done ensuring that staffing and patient care needs are met.

Review the [Questions and Answers](#) for more details on the Voluntary Exit Program.

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