

Procedure for Employment Termination

The Procedure for employment termination includes the following steps:

1. In the event of an Employment contract termination with AUA by the Employer
 - Employment contract is terminated only in cases as prescribed in the RA Labor Code and in accordance with the procedures as prescribed in the RA Labor Code
 - The Employee passes the materials and documents under his/her possession to the person designated by the Employer
 - The Employee should be notified about the inventory checking at least one day in advance via phone call (including SMS) or by written communication
 - The HR Department processes the Employment Termination and prepares the Employee's employment termination order
 - The Financial Services Department makes the final payment to the Employee within three days, following the date of the order

2. In the event of an Employment contract termination with AUA by Employee
 - Employee submits a Employment Termination Notice Form signed by the Department Head to HR Department one month in advance
 - HR Department conducts exit interview with the resigning Employee
 - HR Department submits Resignation letter with final interview notes to the AUA President for final approval
 - The Employee passes the materials and documents under his/her possession to the person designated by the Employer
 - The Employee should be notified about the inventory checking at least one day in advance via phone call (including SMS) or by written communication
 - The HR Department processes the Employment Termination and prepares the employment termination order
 - The Financial Services Department makes the final payment to the Employee within three days, following the date of the order