

**KHALSA COLLEGE OF PHARMACY, AMRITSAR**

**REVISED RESIGNATION/TERMINATION POLICIES, OCTOBER 2020**

During the period of probation an employee may be terminated or he/she can resign giving one month notice to Director or one month's salary in lieu of such notice. Similarly in case of termination employee shall be served one month notice or one month salary lieu of notice.

After declaration of probation, an employee may be terminated or he can resign giving a month's notice on either side or one month's salary in lieu of such notice.

14 Days absence without leave attracts termination of an employee without giving any notice.

Staff member being unfit for service, the employee may be terminated by serving a notice in advance as per rules mentioned above.

Resignation during the instruction period will not be accepted. One months' notice is required to be given to be relieved in last month of instruction period.

Balance Leaves will not be accounted in notice period.