

ASSIGNMENT INFORMATION AND EMPLOYMENT TERMINATION POLICY

Policy

Within 48 hours of completion of each assignment, please notify Kelly of your availability for work. You are responsible for maintaining weekly contact with Kelly; failure to contact Kelly may affect your eligibility for unemployment benefits. Once 14 days have passed after your last day worked, your employment with Kelly will be terminated unless you are placed on another assignment. This does not apply if you are on a qualified leave of absence or to those on assignment with certain designated customers. Your Kelly Representative will help you determine if you meet these criteria. This does not alter the at-will nature of your employment, as such employment may still be terminated at any time, and the terms and conditions of employment may be changed without notice. You may be eligible for reemployment after termination of employment.

Kelly may offer you assignments for varying lengths of time—you retain the right to reject any offer of assignment. When an assignment ends, Kelly will attempt to place you on another assignment, however there will typically be periods during which no offer of assignment or employment is made.