



**FORM: 1, 2, 3 Employee Referral Bonus Program**

<i>Original Implementation Date:</i>	3/27/2020	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
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**REFERRAL GUIDELINES**

- Referral bonuses are administered and awarded at the discretion of the Human Resources Department.
- Not all positions are eligible for this program. Please refer to the Sun Health internal job posting for eligibility. All job postings are posted in the employee break rooms.
- Referral bonus payment will be paid in three installments.
- Employees involved in the hiring decision for the particular position are not eligible for referral awards for that position.
- The applicant must indicate the referring employee’s name on the employment application.
- If there are two referring employees, both employees will equally share (50/50 split) the referral award.
- Both the referring and referred employee must be currently employed by Sun Health with no pending voluntary resignation in process when any referral bonus is paid.
- Referring employees must submit a referral form at the time the new hire’s application.

Please refer to the Sun Health **Employee Referral Bonus** program policy for further information.

**Referring Employee Information**

Name:	Title:
Department:	Location:

**Referred (New) Employee Information**

Name:	Title:
Department:	Location:

**For Human Resources Use Only**

Referred Employee Date of Hire:	Job Order #:
Approval Signature:	Date: