

# **Conditions Of Service Termination of Employment & Notice Periods**

## **Period of Notice to Terminate Employment:**

The period of notice required to terminate an employee's appointment shall be clearly defined in the Written Statement of Terms and Conditions of Service, subject to the terms of the Employment Rights Act, 1996. Standard periods of notice as follows have been agreed.

## **Termination by an Employee:**

Employment shall be terminable by an employee on the expiry of the undernoted periods of notice:-

All staff should provide 4 weeks' notice of termination of employment and that all managers on Leadership Grades provide 12 weeks' notice of termination of employment

## **Termination by the Company:**

Employment shall be terminable by the Company on the expiry of the undernoted periods of notice:-

All staff will be given a minimum of 4 weeks' notice of termination of employment irrespective of service, with an additional weeks' notice for each complete year of continuous reckonable service for those who have more than 4 years continuous reckonable service, up to a maximum of 12 weeks.

All managers on Leadership grades will be given 12 weeks' notice irrespective of service.

The above general entitlement is subject to the qualifications as detailed below –

- In the case of misconduct, an employee may be summarily dismissed and employment terminated immediately.
- Where employment is terminated by reason of redundancy as defined in Section 139 of the Employment Rights Act, 1996, then the Statutory minimum period of notice provided for in Section 86 of the 1996 Act will apply.
- Where an employee fails to give or serve the prescribed period of notice, the Company may off-set against any amounts (including accrued holiday entitlement) due to the employee, a sum for the period of notice not served.
- Service shall be assessed, for the purpose of entitlement to the appropriate period of notice to terminate employment, as all previous continuous service with any employer who is one of the employers listed in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999, as amended, (Statutory Instrument 1999 No 2277. This is set out in full in the Conditions of Service.
- Where an employee has entered or re-entered employment with an employer who is listed in the above Order and is in receipt of benefits under any occupational pension scheme, service for the purposes of the period of notice shall commence on the date of entry or re-entry into that employment.
- Temporary appointments are normally terminable by a minimum of one week's notice on either side unless stated otherwise in the Contract of Employment.