

**POLICY STATEMENT**

It is the intention of this policy to ensure that a consistent and equitable system is in place for employees leaving their employment.

This will also ensure that all statutory and contractual requirements relating to termination of employee services are correctly fulfilled in a manner which safeguards the rights of the Company as well as the employee.

This policy does not apply for unpaid volunteers.

**GLOSSARY OF TERMS**

**CROSS REFERENCES and other RESOURCE MATERIAL**

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**Resignation**

Employees are required to give notice if their resignation in accordance with their current terms of employment (Award, Enterprise Agreement, Workplace Agreement, Employment Contract, Collective Employment Contract, etc).

For monthly paid employees, a formal letter of resignation is required to sever the employment relationship. Notice of the resignation must be received by within 48 hours of the employee's Manager being informed. The original letter of resignation, together with a completed Advice of [Cessation of Employment form](#), should also be forwarded.

For weekly paid employees notice can be effected by the Manager completing a Advice of Cessation of Employment form and forwarding to Payroll.

**Payment in Lieu of Notice**

Should an employee leave to join a competitor and it is considered that working through the notice period could produce a direct threat to confidentiality of information, the employee can be asked by their Manager to leave the premises immediately if the termination is confirmed. Every effort must be made to ensure that company material is not removed from the site. In such cases the employee will receive payment in lieu of notice.

**Termination as a Result of Disciplinary Action**

In the event of an employee's employment being terminated as a result of disciplinary action any notice period will be paid in lieu.

Termination as a result of disciplinary action may relate to poor work performance, absence without leave, misconduct or breach of organisational policies and procedures.

For specific direction regarding termination due to disciplinary action please refer to the Performance Management Policy.

**Payment on Termination**

In all cases the Directors will decide the date to which salary or wages will be paid and any additional payments to be made in addition to the employee's leave entitlements. These will then be paid accordingly.

**Exit Interviews**

An employee who resigns should be interviewed by their Manager to determine the reason for the resignation. If either party considers it appropriate they will also be interviewed by an independent Manager. These interviews will be recorded in the [Exit Interview form](#) and retained in the employee's personnel file.

**Reference / Letter of Service**

At the request of the terminating employee, a Letter of Service can be provided, confirming the employee's dates of service and positions held.

The Company does not provide pre-emptive written references however may choose to respond to requests from potential employers at interview stage. Verbal references are not provided under any circumstances.

**GUIDELINES FOR CONDUCTING EXIT INTERVIEW**

When undertaking an exit interview the interviewer should explain the reason for the interview, the areas that are to be covered, and how it is hoped to be able to use the information gained from the interview for the benefit of the Company and both present/future employees.

Although the interview should be informal and of a general nature, certain areas of their current employment should be covered. These include:-

- conditions, physical working environment.
- feelings and suitability to the job.
- personal relations.
- recognition
- wages and salaries
- security of employment
- opinion of the Company
- opinion of personnel practices and policies
- supervision training availability/requirements
- possible improvements
- company/employee attitude to safety

If the employee is terminating their service to go to another Company, the following information should be determined, if the employee is willing to discuss them,

- name of Company and position
- salary
- responsibilities
- reporting structure
- other benefits

*At the conclusion of the exit interview, the employee's signature will be removed from the register of instructors/assessors.*