



EMPLOYMENT ZONE

Conditions of Service – Termination of Employment

1. 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:

2. Termination by an Employee

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

Continuous Reckonable Service	Period of Notice
Up to 4 years	4 weeks
4 years and over	1 week for each complete year of continuous reckonable service up to a maximum of 12 weeks.

2.2 This period of notice may be varied at the discretion of the Head of Service in agreement with the employee.

2.3 Service third tier officers and above including Chief Officials and their designated Deputies shall be required to give at least 12 weeks' notice in writing to the Chief Executive prior to the date on which they intend (i) to retire on any option they might have or (ii) to terminate their employment.

3. Termination by the council

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

3.2

Continuous Reckonable Service	Period of Notice
Up to 4 years	4 weeks
4 years and over	1 week for each complete year of continuous reckonable service up to a maximum of 12 weeks.



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3.3 Service third tier officers and above including Chief Officials and their designated Deputies shall receive a minimum of 12 weeks' notice of termination of appointment.

4. General Entitlement

The general entitlement to notice is subject to the following qualifications:-

- In the case of misconduct, an employee may be summarily dismissed and the employment terminated immediately;
- Where employment is terminated due to redundancy the terms of the scheme under the Employment Rights Act, 1996, if appropriate, shall apply;
- Where an employee fails to give or serve the prescribed period of notice, the Council may offset 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 local authority and any previous service with an employer which is one of the employers listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) (Amendment) Order 2001 – Statutory Instrument 2001 No.866. This is set out in full on Connect under the Employment Zone\Your Terms and Conditions\Conditions of Service\Policies and Procedures.
- Where an officer has entered or re-entered local government employment 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 the local government service.

Temporary appointments are normally terminable by a minimum of one week's notice on either side unless stated otherwise in the contract of employment.

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