<COMPANY>

TERMINATION

PROCEDURE
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1 **Purpose**

The aim of this document is to provide guidance to Managers, Supervisors and Employees of <COMPANY> regarding the company’s termination procedure including Retirement; Termination; Redundancy; Dismissal; End of Contract' and Death in Service.

2 **Scope**

This procedure applies to:
- all Australian based Staff and Wages employees of <COMPANY>.

3 **Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Resignation</td>
<td>Cessation of employment</td>
</tr>
<tr>
<td>Redundancy</td>
<td>Termination of employment which is not a result of any personal act or fault of an individual employee nor of any characteristic peculiar to them. Their employment is terminated because the employer no longer requires their jobs to be filled by anyone.</td>
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4 **Flowchart**
5 Procedure Statements

5.1 Introduction

The termination process is usually the last involvement an employee will have with <COMPANY> and should be handled professionally and respectfully to maintain <COMPANY>'s positive corporate image whilst meeting its legal requirements.

4.1. Resignation

Resignations (other than casual employees) must be provided in writing.

A period of notice, as stipulated in the <COMPANY> Enterprise Agreement and/or Contract of Employment, must be worked to ensure leave entitlements are not forfeited. If the employee does not provide the required notice of resignation, the employee forfeits the amount of money the employee would have earned had the employee worked the required period of notice. The forfeiture of money will be made from any termination pay.

The employee may resign ‘short notice’ and still receive full entitlements on termination. This decision will be based on business needs between the Manager and the Human Resources Department.

Where an employee wishes to withdraw a resignation, such withdrawal will only be accepted on the approval of the employee’s Manager. If an employee is absent or on unauthorised leave for a period in excess of one week, the employee may be deemed to have abandoned employment. The employee shall forfeit entitlements on termination on the same basis as if the employee has not provided appropriate notice of resignation.

5.1.1 Resignation Process

- The employee is required to fill out the Resignation form. If the notice is verbal the Manager/Supervisor must submit the Resignation form.

- Once completed by the employee, the Resignation form is sent to the Manager/Supervisor who is responsible to complete Section B and forward the form to the HR Manager.

- The HR Manager immediately notifies Accounts of the effective date of the resignation (by telephone if immediate or short notice) and then forwards the Resignation form to the Accounts officer.

- Termination payments are calculated and the termination process is completed by the Accounts team.

- The Check List for Terminating Employees should be completed to ensure all equipment and passes are returned. The completion of this Check List is the responsibility of the HR Manager Managers.

- An Exit interview is conducted using an Exit Interview Form.

- Upon receipt of the Check List for Terminating Employees by the Accounts area, any final pay is paid to the employee’s bank account

- If a formal resignation letter is provided by the employee, this should be forwarded to the Accounts officer who will file it on the employee's personnel file.

- All relevant completed paperwork should be placed in the employee’s personnel file.

5.2 Retirement