

Staff Code Policy Document

1. Policy Name

Notice of termination of employment

2. Policy description and purpose

The purpose of this policy is to outline the MRC's approach to giving notice of termination of employment.

3. Status of policy

Current

4. Scope of policy

This policy applies to all MRC employees.

5. Policy statement

The MRC may in certain circumstances have to give notice of termination of appointment. The MRC will ensure that each decision is taken in accordance with appropriate procedures and is fair and reasonable. Each decision to terminate an appointment will be given in writing.

6. Policy detail

The period of notice will normally be determined by the band and length of service of the employee but, in disciplinary cases, a decision will be taken in the light of the circumstances of each case to:

- i) grant the normal notice period,
- ii) reduce this below the normal period or
- iii) give no period of notice.

The MRC may, at its discretion, decide that a payment in lieu of the period of notice will be made. In this event the date on which the appointment will be terminated and the sum to be paid in lieu of notice will be stated in the formal notice of termination.

The normal period of notice that will be given by the MRC is as follows

Band	Period of Notice
4 – 1	13 weeks' notice
7 – 5	5 weeks' notice during the first four years of continuous service, increasing thereafter by one week for each year of continuous service up to a maximum of 13 weeks.

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Employees in bands 1- 3 who decide to terminate their appointments voluntarily are expected to give not less than three month's notice in writing.

7. Effective Date

This policy is in force from 5 June 2006

8. Amendment History

Date	Version	Date in force	Date expired	Status	Summary of amendments	Author	Publisher
25/4/6	0.1			Draft 0.1	Staff Code re-organised to support shared service centre implementation	Phil Hunt, AEP HR	
19/5/6	0.2	5/6/6		Published in portal	Global update from corporate HR	Rebecca Hill, AEP	Alice Kerman, LogicaCMG