

# Notice periods

Extract from the Local Terms and Conditions of Service

Effective 1<sup>st</sup> September 2001

## **EXTRACT FROM PART 2, LOCAL TERMS AND CONDITIONS OF SERVICE**

### **16.0 LEAVING THE COUNCIL**

#### **16.1 Giving Notice**

16.1.1 The period of notice required from each party to terminate contracts of employment is set out in the statement of main terms and conditions of employment given to each employee on appointment.

i) The notice period during probation will be the statutory minimum.

ii) The minimum period of notice for any permanent employee on confirmation in post will be: one calendar month (monthly paid) or; four weeks (weekly paid) or; the statutory minimum (whichever is the greater).

iii) The minimum period of notice of dismissal for redundancy will be three months regardless of hours, length of service and/or grade. (NOTE: This does not apply to short-term casual appointments or temporary employees on a single (or series of) fixed term contract(s) of 12 months or less duration or; temporary employees who were specifically contracted to cover particular areas of work required during the reorganisation process.)

16.1.2 All contracts of service for posts graded at or above scp 34 are subject to 3 months notice of termination of contract on either side unless a shorter period is agreed between the employee and the designated manager on appointment.

16.1.3 Designated managers have discretion to accept a shorter period of notice from the employee if this would not affect the business needs of the service.