

Leavers

The Council recognises that employment may be ended for a variety of reasons. If managed effectively it can reduce any negative impact, regardless of whether it is initiated by the Council or the individual.

We are keen to monitor the reasons people leave their employment with the Council to help us improve our employee experience. We therefore ask all leavers to complete an exit questionnaire and individuals can also request an exit interview. This feedback is monitored on a regular basis and helps us identify any action we need to take.

Notice periods that the Council must give if terminating employment

Bands 1- 4

Service	Notice Period
During probation	1 week
On satisfactory completion of probation period	1 month
On completion of 5 years continuous service	5 weeks
On completion of 6 years continuous service	6 weeks
On completion of 7 years continuous service	7 weeks
On completion of 8 years continuous service	8 weeks
On completion of 9 years continuous service	9 weeks
On completion of 10 years continuous service	10 weeks
On completion of 11 years continuous service	11 weeks
On completion of 12 years + continuous service	12 weeks (maximum notice period)

Bands 5 and above

Service	Notice Period
During probation	1 week
On satisfactory completion of probation period	3 months

Payment in lieu of notice

- The Council will not make a payment in lieu of notice (PILON) unless this is unavoidable.
- If PILON does become necessary managers should discuss with their HRBP before any action is taken.

End of a Fixed Term Contract

If you have employed an individual on a fixed term contract, the contract will normally end automatically when they reach the agreed end date. You will be notified via SAP that the end date is approaching and you should meet the individual to confirm their contract will cease. If they have worked at WCC for over 2 years they will be entitled to a redundancy payment. Your HR Advisor will be able to support you through this process.

Employees Responsibilities

Employees who wish to resign should do so in writing to their line manager giving the required period of notice. The email should indicate the effective date of their resignation and their last working date (if this is different).

Employees should take any outstanding leave, including banked leave and additional purchased leave before leaving the Council as payment will not normally be made for outstanding leave.

Notice periods an employee must give to terminate their employment

Bands 1-4

Service	Notice Period
During probation	1 week
Following satisfactory completion of probation period	1 month

Bands 5 and above

Service	Notice Period
During probation	1 week
Following satisfactory completion of probation period	3 months

Managers' Responsibilities

- Acknowledge the resignation and make the employee a leaver via 'My team' on SAP.
- Calculate the pro-rata annual leave entitlement by using the annual leave chart section in the [Annual Leave Policy](#), [leave balances can be found on SAP](#).
- Ensure the employee takes any outstanding leave, including banked leave and additional purchased leave before leaving the Council as payment will not normally be made for outstanding leave. If this is unavoidable, due to work pressures it can be paid via the manage one off payments/deductions app.
- If an employee has taken annual leave over their entitlement you will need to record a negative amount in hours in the 'manage one off payments/deductions' app. This will then be deducted from their final salary.
- Remember to collect passes, keys, laptops and all other work equipment on the last day and also notify IT

Exit Questionnaires and Interviews

All employees are encouraged to complete an [exit questionnaire](#)