

[Company Name]

[Document Name]

[Project Name]

[Version Number]

employment policies; and your position in your salary range. Your reporting supervisor will review and discuss your salary range and your position within that range during your performance reviews. When you are promoted to a higher level position, you are automatically eligible for an increase as dictated by the salary range of that position.

In the event you have to terminate an employee, the performance review process is an essential ingredient in protecting your company and preserving the dignity of the employee. Make sure you are familiar with effective termination techniques if the performance review could lead to disciplinary action or separation.

2.32. Termination Policy

The purpose of these policies is to detail the procedure for the termination of employment. These policies will include procedures for the following:

- Dismissal
- Termination of a Fixed Term or Fixed Purpose Employment Contract
- Retirement
- Redundancy
- Resignation

Table of Statutory Minimum Notice

If the Company terminates employment for any reason other than a summary dismissal the employee will be given the following statutory minimum periods of notice. If appropriate, employees will be given payment in lieu of notice as accounted for in their contract of employment

Length of Service	Minimum Service
13 weeks - 2 years	1 week
2 years - 5 years	2 weeks
5 years - 10 years	4 weeks
10 years - 15 years	6 weeks
15 years or more	8 weeks

Payment in lieu of Holidays

All employees who are due holidays when their employment is terminated will receive payment in lieu of holidays.

Outstanding Payments