

Giving Notice Termination/Resignation/Redundancy

How to give notice

If we are terminating an employee we must do so via written notice stating the employee's last day of employment. We can do this by:

- Delivering it personally;
- Leaving it at the employee's last known address; or
- Sending it by pre-paid post to the employee's last known address.

An employee who is resigning can give notice either verbally or in writing.

If employment is terminated during a leave period, the correct amount of notice must still be given.

Can notice be paid out instead of worked?

Yes. We can make the decision to let the employee work until the end of the notice period or pay them out to the end of their notice period.

If we choose to pay out an employee we will include payment for the following allowances they would have earned through the notice period:

- Incentive based payments and bonuses;
- Loadings;
- Monetary allowances;
- Overtime;
- Penalty rates; and
- Any other identifiable amounts.

Minimum period of notice we are required to give

We must give the following minimum notice periods when dismissing an employee:

Period of Service	Minimum Notice Period
Less than 1 year	1 week
1-3 years	2 weeks*
3-5 years	3 weeks*
5+ years	4 weeks*

*An employee has to get an extra week of notice if they're over 45 years old and have worked for the employer for at least 2 years.

Minimum period of notice you are required to give

If you resign from your position you are required to give the following minimum notice periods:

Period of Service	Minimum Notice Period
Less than 1 year	1 week
1-3 years	2 weeks*
3-5 years	3 weeks*
5+ years	4 weeks*

*Your award, employment contract, enterprise agreement or other registered agreement may set out more specific notice periods.