

TERMINATION OF EMPLOYMENT PROCEDURE

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PURPOSE

This policy outlines ELATT's procedure for the termination of employment which have come about for reasons other than disciplinary or capability issues.

APPLICATION

This procedure applies in the following situations:

- Dismissals during an employee's probationary period
- The non-renewal of a fixed term contract
- Termination of a temporary appointment where the reason for termination is that the requirement for the employee's service has ceased or diminished

THE PROCEDURE

A standard 3-stage procedure applies as follows:

Stage 1 – Statement of grounds for action and invitation to meeting

A letter must be sent to the employee inviting them to a meeting to discuss the potential termination and the grounds for the action.

Stage 2 – The meeting

A meeting must be held with the employee before the action is taken.

Stage 3 – The appeal

The employee must be given the right to appeal against the termination of their contract.

This policy is non-contractual and may change from time to time.