



RESIGNATION AND RETIREMENT POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

PURPOSE

Community Veracity is committed to creating a working environment that will encourage employees to become long-standing employees and possibly to remain with the Community Veracity until their retirement.

This policy sets out Community Veracity's employees' entitlements where their employment ends by reason of their resignation or retirement from Community Veracity.

This policy also sets out processes to be followed by Community Veracity and employees who are ending their employment by reason of resignation or retirement.

SCOPE

This policy applies to all employees of Community Veracity, except casual employees, unless otherwise specified.

POLICY

When an employee resigns or retires from their employment with Community Veracity, the employee is entitled to be paid in respect of the accrued but unused annual leave and long service leave entitlements.

Personal/carer's leave and compassionate leave cannot be cashed out on termination of employment.

Feedback from employees leaving the Community Veracity can provide valuable information on their perception of Community Veracity and the way it is managed. Employees who are resigning or retiring from their employment will therefore be invited to attend an exit interview.



RESPONSIBILITIES

The **Human Resources Department** is responsible for ensuring that:

- employees are aware of this policy and related procedures;
- retiring employees receive a letter recognising their contribution to Community Veracity;
- appropriate documentation is provided and payments are made to employees who have resigned or retired from their employment;
- all cases of resignation are reviewed to ensure all beneficial learning is achieved and appropriate action is taken as a result of the learning;
- where appropriate, resignations are accompanied by an exit interview;
- all paperwork and documentation is completed to ensure employees receive their correct entitlements upon their employment ending.

Supervisors/managers are responsible for ensuring that:

- longstanding employees are recognised for their contribution to Community Veracity; and
- all property of Community Veracity in the resigning or retiring employee's possession is returned to the Community Veracity.

Employees are responsible for ensuring that they:

- are familiar with the contents of this policy;
- provide the required amount of notice of termination of employment (which may be in their contract) when resigning or retiring;
- return all property of Community Veracity.

PROCESSES

Notice

An employee wishing to resign or retire must provide notice of their intention to resign or retire in writing to their supervisor/manager. The letter must state the proposed date of resignation or retirement. The employee must give notice in accordance with their contract of employment or an applicable industrial instrument.

The appropriate supervisor/manager will forward the letter of resignation or retirement to the Human Resources Department for processing and inclusion in the individual's personal file.

A member of the Human Resources Department will prepare a letter to be signed by the Chief Executive Officer recognising the employee's contribution to Community



Veracity and accepting the employee's resignation or retirement. This will be forwarded to the supervisor/manager to be presented to the employee.

In the event that an employee wishes to withdraw their resignation or retirement, Community Veracity is under no obligation to accept the withdrawal.

An employee may not withdraw their resignation or retirement after the expiry of the notice period.

The relevant supervisor/manager may decide to relax the period of notice required from the employee, in consultation with the Human Resource Department. In addition, Community Veracity has discretion to request that an employee not work the applicable notice period. In this case, the employee will not be required to attend work and the employee will be paid in lieu of notice.

Payments on termination of employment

The Human Resources Department will arrange for payroll to make a final payment to the employee at the completion of the notice period. The final payment will be made on termination of employment.

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In cases where Community Veracity decides that the applicable notice period is not to be worked out, payment in lieu of notice is to be made. The payment must be in accordance with legislative and/or requirements under any industrial instrument.

Where an employee requests early release from the notice period and it is agreed by the manager, payment is made only for the time worked

References/certificates of service

References/certificates of service will be provided to employees in accordance with the Community policy.

Exit interviews

Exit interviews will be conducted by a representative from the Human Resources Department and the employee's supervisor/manager in accordance with organisational practice.

Any information obtained from an employee who is resigning or retiring from their employment during an exit interview will be recorded in writing.

LEGISLATION & AWARDS

- *Fair Work Act 2009 (Cth)*
- *Fair Work Regulations 2009 (Cth)*