

6.15 Paid Staff Exit Policy & Procedure

1. Purpose of the policy/ Policy Statement

Cultural Infusion (CI) is committed to creating a working environment that will encourage employees to become long-standing employees and possibly to remain with the CI until their retirement.

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

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

2. Detailed Policy Statement

When an employee resigns or retires from their employment with CI, 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 organization can provide valuable information on their perception of CI and the way it is managed. Employees who are resigning or retiring from their employment will therefore be invited to attend an exit interview with HR and be asked to fill out the 'staff exit feedback form'.

3. Applicability

This policy applies to all Cultural Infusion paid staff members.

4. Responsibility

Human Resources Department

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 CI;
- 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

Supervisors/managers are responsible for ensuring that:

- longstanding employees are recognised for their contribution to CI; and

- all property of CI in the resigning or retiring employee's possession is returned to the CI.

Employees

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 CI.

5. Cognizant Office(s)/ Getting Help

If you require any assistance in regards to this policy, please contact:

- *Cultural Infusion HR/ Administration department;*
- *Or, CEO Peter Mousaferiadis*

6. Related Policies/ Reference for more Information

Relevant forms	1. 'Staff Exit Checklist'
Related Policies	
Related Legislation and Guidelines:	1. 'Fair Work Act 2009' 2. 'Fair Work Regulations 2009'

7. Implementation Procedures

8.1. Resignation/ Retirement 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.

Full Time Staff

- Less than 1 year – 1 week
- 1 – 3 years – 2 weeks
- 3 – 5 years – 3 weeks
- 5 or more years – 4 weeks

Period of notice will be increased by one week if you are aged over 45 and have 2 or more years continuous employment when notice is given

Part Time Staff

Casual Staff

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 CI 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, CI is under no obligation to accept the withdrawal.

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, CI 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.

8.2 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.

The Human Resources Department will arrange for payroll to prepare a final payment to the employee at completion of the notice period.

In cases where CI 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.

8.3 References/ certificate of service

Upon request, HR can provide a written statement of employment. This states the dates the staff member started with and departed from the University, and the position/s held.

If a manager receives a request for a verbal reference, they must advise the requester that any comments made are of a personal opinion and do not represent Cultural Infusion.