

# CONTRACT INTERPRETATION MANUAL

## Article 15 TERMINATION OF EMPLOYMENT

### Interpretation Guidelines

#### Article 15.01 - Employee Termination

This Article applies only to post-probationary regular employees, who are required to provide 28 days notice of resignation in writing (Articles 15.02 and 15.03) to the Employer or designate.

The 28 days notice may not include a vacation period unless previously scheduled and approved as per Article 45.04.

A retiring employee can schedule any portion of their vacation immediately prior to retirement.

#### Article 15.03 - Notice – Penalty

The Employer can impose a penalty of 2% deduction from the pay out of earned, but unused, vacation entitlement when:

1. Where less than 28 work days written notice has been given; and
2. The Employer has not agreed to waive the notice requirement.

#### Article 15.04 - Employer Termination

The Employer is required to send a copy of any letter of termination or suspension to the Union Head Office within 7 days of it being issued (Article 9.06).

In some cases, the Employer has involved the local Steward in a termination or suspension meeting but has not sent the letter as required by the PCA. Stewards must notify the LRO.

The Union considers removal from the casual list to be a termination and therefore can be grieved (Article 11.04).

See Articles 6.04, 9.06 and further information in the Steward Resource Toolkit on dealing with employee dismissal and suspension disputes.

### Footnotes

Article	15
Sub-Article	15.01, 15.02, 15.03, 15.04
Last Update	31-03-21
Related Articles	6, 9, 10, 42, 45, 55