

# Article 15

## Article 15 - Termination of Employment

Related Articles: 6.04 (6), 6.10, 9.06, 10, 42.11, 45.02, 45.04, 55

### Article 15.01 - Employee Termination

1. This Article applies only to post-probationary regular employees, who are required:
  - To provide 28 days notice of resignation in writing (also see Articles 15.02 and 15.03);
  - To the Employer or designate.
2. The 28 days notice may not include a vacation period unless previously scheduled and approved as per Article 45.04.
3. A retiring employee can schedule any portion of their vacation immediately prior to retirement.

### Article 15.02 - Waiver of Notice

The Employer has the ability to waive the requirement for 28 days notice. When seeking a waiver of notice it is important to get the Employer's agreement in writing.

### 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:

- Where less than 28 work days written notice has been given; and
- 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 office within 10 days of it being issued (Also see Article 9.06 - Resolution of Employee Dismissal or Suspension Disputes - re: Employer's requirement to notify the Union office within 10 days).

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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. **Therefore** it is important that Stewards ensure that the Employer has sent the letter as required by the PCA to the LRO at the Union office.

See interpretation guidelines under Articles 6.04, 9.06 and further information in the "TOOLS" section at the back of this manual on dealing with employee dismissal and suspension disputes.