## TERMINATION OF EMPLOYMENT POLICY

[Organization Name] is committed to ensuring that all employee terminations of employment are handled in a fair and consistent manner, according to legislated employment practices, specifically the *Canada Labour Code* (Code).

DEFINITIONS

“Termination” means a situation in which the employment relationship comes to an end due to a variety of reasons such as resignation or the employer ending the employment relationship.

“Temporary layoff” is considered a termination of employment when the employer has no intention of recalling the employee to work.

“Group termination” is the termination of employment of 50 or more employees working at a single industrial establishment either on the same date or within any four-week period.

POLICY

[Organization Name] will follow the rules and procedures set out in The *Canada Labour Code* (Code) and the terms set out in an employee’s contract when it comes to ending the employment relationship. Additional information from the Code that is laid out within this policy will be sought and adhered to in the case of group termination.

All terminations will be handled respectfully and in a confidential manner.

[Organization Name] will never end someone’s employment or penalize them in any way for asking questions about or exercising their rights under the Code.

Notice of Termination

If [Organization Name] chooses to end its employment relationship with an employee, it will either:

* provide the employee with a minimum of 2 weeks’ written notice. For an employee who has completed at least 3 years of service, the minimum notice requirement is equivalent to 1 week per completed year of employment, up to a maximum of 8 weeks of notice, or
* pay the employee their regular wages in lieu of notice

A combination of notice and wages in lieu of notice is permitted.

Severance Pay

If an employee has completed at least 12 months of continuous employment before their layoff or dismissal resulted in a termination of employment, they are entitled to 2 days' regular wages for each full year that they worked for the employer before their termination of employment. The minimum benefit is 5 days' wages.

Final Pay and ROE

Upon termination of employment for any reason, [Organization Name] will provide on the final pay after the notice period any monies owing, including:

* Any outstanding vacation pay, and
* Any hours banked in the employee’s time bank for time in lieu that have not been taken (Remove if not a program).
  + Please note that unused sick time will not be paid out upon termination of employment.

[Organization Name] will also issue a Record of Employment (ROE) within 5 calendar days after the end of the pay period in which an employee’s interruption of earnings occurs so that eligible employees may apply for Employment Insurance (EI).

Return of Employer Property

Whether the termination is voluntary or involuntary, the employee must return all company property including such as keys or computer devices. All intellectual property, or information, products or content created for the employer will remain the property of the employer.

Statement of Benefits

Employers are also required to provide a statement of benefits to any employee whose employment is terminated, that details their:

* wages
* vacation pay
* severance pay, and
* any other benefits and pay arising from their employment

Rehiring

Employees who are terminated for cause may not be eligible for rehire.

References

[Organization Name] may provide references upon request. Please speak to (Insert Title) regarding the specifics of this program.

Exit Interviews

[Organization Name] invites all employees who have retired or resigned from the organization to share their thoughts and reasons behind their decision to leave. The employee has the choice of selecting who will conduct their exit interview. The information gathered from the exit interview will be used to improve processes at [Organization Name].