



Termination - Procedure

The following regulations outline the requirements for approvals and notice periods.

1. Approval of Terminations

- a. Director/Principal shall approve all terminations of employment.
- b. Letters of termination of employment shall be signed by the Director/Principal.

2. Termination Notice Periods

- a. SEC shall give an employee the amount of notice pursuant to *The Employment Standards Code*, as well as those that may be included in the contract.
- b. The Director/Principal may allow the employee to work out the notice period, or pay wages in lieu of notice, for the same number of weeks.

3. Exceptions to Notice Requirements

Notice, or wages in lieu of notice, does not apply in the following circumstances:

- a. When an employee's period of employment is less than thirty (30) days.
- b. When the employment is for a fixed term and terminates at the end of the term as set out in the letter of appointment;
- c. When the employee is dismissed "with cause".

4. SEC Property

The terminated employee shall return all items belonging to SEC.

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