



Notice and Termination Directive

Rationale

This directive exists to ensure that employees are provided with adequate notification in the case of a position being abolished or an employee being terminated and to set guidelines for providing severance pay in recognition of an employee's years of service.

Definitions

Regulations

Notice Provisions

1 When abolishing a position the SAMU employee affected will be provided written notice.

1.1 An employee who has been employed for less than one full year will be provided two weeks notice.

1.2 An employee who has been employed for one full year up to three full years will be provided four weeks notice.

1.3 An employee who has been employed by SAMU for more than three years will be provided four weeks notice plus an additional two weeks notice for each completed year of employment to a maximum of eight weeks.

Termination of Employment

2 Severance pay will be provided to an employee terminated without cause.

2.1 Employees are entitled to severance pay as stipulated below.

Completed years of service (excluding the three month probationary period)	Severance Pay
Up to 1	2 weeks
1-3	4 weeks
4	6 weeks
5	8 weeks
6	9 weeks
7	10 weeks
8	11 weeks
9 or more	12 weeks

3 An employee terminated with cause is not entitled to severance pay or continuation of benefits.



Fact Sheet

Approvals:

First Approval – February 12, 2024
Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

November 12, 2015: *Notice and Termination* Directive approved by Directives Group motion 2024-02-12-11. Source material taken from *Notice and Termination* Procedure.

Related Documents and Forms: