



## Notice and Termination

### Rationale

This procedure 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	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

**2.2** Health and Dental benefits will continue for the duration of the severance pay period.

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



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

Procedure



## Fact Sheet

### Approvals:

First Approval – November 12, 2015

Last Approval – November 18, 2015

**Review By:** November 18, 2016

### Source and Updates:

November 12, 2015: *Notice and Termination* approved by Executive Committee motion E2015-11-12-4 upon the recommendation of the Procedure Sub-Committee.

November 18, 2015: *Notice and Termination* approved by Executive Committee motion E2015-11-18-7. Minor error corrected.

### Related Documents: