

## **NOTICE OF RESIGNATION OF EMPLOYMENT BY A STAFF MEMBER**

### **Q & A**

- Q1** Why does the University have a notice period for staff resigning from employment?
- Q2** What is the minimum amount of time I need to provide to cease employment with the University?
- Q3** What is required of me when providing notice?
- Q4** What happens if I do not provide the required notice of resignation?
- Q5** Who is responsible for returning University property?
- Q6** What follow up is undertaken with me once I leave the University?
- Q7** How do I find out further information about notice of resignation?

**Q1 Why does the University have a notice period for staff resigning from employment?**

**A1** A staff member must provide the appropriate notice time frame regarding the cessation of their employment to ensure the University undertakes the necessary action for finalising the end of their employment (eg. calculation of final salary payments, return of University property, distribution of exit strategy survey documents) and to commence the necessary recruitment and selection action.

**Q2 What is the minimum of time I need to provide to cease employment with the University?**

**A2** The minimum notice you are required to provide will be subject to your contract of employment, whether you are an Academic or General Staff member and if you are full-time, casual, or part-time. The following table sets out the required minimum period of notice to be provided by a staff member depending on their category of employment.

Type of Employment	Pattern of Work	Notice Required
General	Full-Time or Part-Time	Two weeks
General	Casual	1 hour notice
Academic	Full-Time or Part-Time	Two weeks
Academic	Casual	1 hour notice

Where a staff member is directly supporting educational delivery or relevant service it is expected that, a staff member, other than a casual, will provide the University with a reasonable period of notice, to enable it to maintain normal University operations.

**Q3 What is required of me when providing notice?**

**A3** You are required to provide a signed written notice of resignation to your nominated supervisor in accordance with the notice period time frame. Your nominated supervisor is responsible for ensuring that the relevant Executive Staff member authorises the notice of resignation and the written notification is forwarded to the Human Resources Directorate to enable appropriate action to be taken within the required time frame.

**Q4 What happens if I do not provide the required notice of resignation?**

**A4** If you provide written notice of resignation which is less than the required notice period only the Executive Staff member has the delegation to waive your notice period. In cases where notice is not waived the University has the right to withhold monies owing to you up to a maximum amount equal to the ordinary time rate of pay that would otherwise be paid if the appropriate notice had been provided. Also any final payment owing to you may not be able to be prepared by your last day of duties.

**Q5 Who is responsible for returning University property?**

**A5** As a staff member you are responsible for ensuring that all University property issued to you is returned on or before your final day of duty. Your nominated supervisor will ensure that all University property is returned prior to your departure.

**Q6 What follow up is undertaken with me once I leave the University?**

**A6** Once you resign and leave, the University will follow up with a request that you complete an exit interview questionnaire. This is an opportunity for the University to seek confidential information regarding your overall employment experience with the University.

In addition to the questionnaire, an exit interview is available to you if you wish to take up this opportunity. All information provided through the exit interview questionnaire and interview is managed confidentially by the Human Resources Directorate.

**Q7 How do I find out further information about notice of resignation?**

**A7** You can refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your nominated supervisor, or contact your local Human Resources Consultant.