

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-16 Termination or Resignation of Employment	

**Town of Lampman**

**Policy No. 300-16 Termination or Resignation of Employment**

**December 12, 2018**

**1. Employer to Employee Termination Notice**

- 1.1. If an employee is terminated without just cause, the length of service will determine the notice given pursuant to Saskatchewan labour standards. Employees will be given applicable notice for each year of consecutive employment with the Town of Lampman or payment in lieu.
- 1.2. Employees that are terminated with cause are not eligible for advance notice or pay in lieu of notice.

**2. Employee to Employer Resignation Notice**

- 2.1. In accordance with the applicable Saskatchewan labour standards, the Town of Lampman requests that employees who are resigning from the company provide the following notice:
 

a. Less than 3 months	no notice required
b. 3 months to 2 years	1 week
c. 2 years or more	2 weeks

**3. Grounds for Dismissal**

- 3.1. Please review policy 300-9 “Employee Code of Conduct and Disciplinary Policy” for examples of behaviour or actions that would lead to termination. Note that these examples are not a comprehensive list, and other behaviours or actions can be grounds for dismissal.

Document Revision History:

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Policy No 300-16 Termination or Resignation of Employment	December 12, 2018	Council