

Boston Borough Council

Period of notice to terminate employment

Notice periods will be equal for both parties i.e. that in the event of the Council terminating the employment of a member of staff or a member of staff wishing to terminate their own employment the following minimum notice periods will apply:

Grades 1 – 3 = 1 months notice

Grades 4 – 5 = 2 months notice

Grades 6 – 9 = 3 months notice

Heads of service. Assistant directors, directors and Chief Executive = 3 months Notice.

Employees are entitled to a minimum of one weeks notice for every completed year of employment to a maximum of 12 weeks. The notice they shall receive will be whichever is greater i.e. the above or the relevant number of weeks depending on their length of service.

Employees within the first month of their probationary period are entitled to give and receive 1 month's notice of termination of employment.

Where Gross Misconduct is the reason for dismissal the above does not normally apply and dismissal will be instant without notice.

This policy was agreed by Joint Consultative Committee on 6th February 2008 and CMB on 19th February 2008.