

End of Employment Policy

1. Policy Statement

When managing the end of an employee's employment Keltech will ensure effective and respectful processes are in place. This policy should be read alongside the Disciplinary Policy and Procedure and the Redundancy, Lay-off and Short-Time Policy.

2. Purpose

The purpose of this policy is to outline the procedure which will be followed when an employee's employment with Keltech is terminated.

3. Scope

- 3.1. This policy covers all employees of Keltech
- 3.2. This policy does not contain information on redundancies which can be found in the Redundancy Policy, nor does it include information of disciplinary procedures which can be found in the Disciplinary Policy and Procedure.

4. Responsibilities

- 4.1. Employees are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Procedures

5.1. Resignation

- 5.1.1. Employees should put their intention to resign in writing, and submit it to their immediate supervisor.
- 5.1.2. The minimum period of notice which an employee is required to give Keltech is outlined in their contract of employment.

5.2. Retirement

- 5.2.1. An employee's normal retirement age is 65 years (unless varied by prior agreement) and accordingly the employment (unless previously terminated) will end automatically on the last day of the month in which they attain that age.
- 5.2.2. Keltech may, in exceptional circumstances and by agreement with the employee concerned, extend service beyond 65, by a maximum of up to one year at a time.

5.3. Redundancy (See Redundancy, Lay-off and Short-Time Policy).

5.4. Dismissal. (See Disciplinary Policy and Procedure).

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5.5. Notice of Termination

5.5.1. Except in circumstances justifying immediate termination of employment by Keltech , the company will issue the appropriate period of notice set down in the Minimum Notice and Terms of Employment Act, 1973 – 2001 to an employee in writing. Such notice periods are as follows:

Between 13 weeks and two years continuous service	One week
Between two and five years continuous service	Two weeks
Between five and ten years continuous service	Four weeks
Between ten and fifteen years continuous service	Six weeks
Fifteen years continuous service or more	Eight weeks

5.5.2. Employees with less than 13 weeks continuous service are not entitled to any notice.

5.5.3. In cases of dismissal for gross misconduct, there is no entitlement to any notice.

5.5.4. A contract may be terminated during the employee’s probationary period by one week’s notice.

5.5.5. Keltech reserves the right to pay in lieu of notice.

5.6. Return of Property

5.6.1. At the termination of employment for whatever reason, each employee is required to return to Keltech all equipment, documents, notes, records and materials of any type in their possession or under their control, which relate to the business of the Company or their customers or potential customers.

5.7. Final Remuneration

5.7.1. Employees who are leaving the company should submit any final expenses in a timely manner to ensure inclusion in their final payroll.

5.7.2. If an employee is leaving the company and has accrued more annual leave than they have taken, the balance will be paid to the employee in their final pay.

5.7.3. If an employee is leaving the company and has accrued less annual leave than they have taken, the relevant balance will be deducted from their final pay. If there is insufficient funds to make such a deduction alternative arrangements will be made.

5.7.4. All outstanding monies owed will be issued to the employee in their final payroll and a P45 will be issued.

5.7.5. Where deductions for PRSA, life or health insurance are being deducted, from the payroll on behalf of the employee, these will cease upon termination of employment. The employee is responsible for contacting such providers to arrange alternative means of payment.

5.8. Leaving Checklist

5.8.1. The HR Coordinator will complete a leaving checklist prior to the employee’s termination date to ensure that all items outstanding have been completed.

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Appendix 1

Leaving Checklist

Employee Details

Employee Name			
Termination Date			
<i>Leaving Checklist (Tick as completed)</i>			
Keys Returned (if applicable)			
Mobile Phone Returned (if applicable)			
Laptop Returned (if applicable)			
Return of other company property (if applicable)			
Email address cancelled (if applicable)			
Holiday Pay Calculated			
Final Expenses processed			
Outstanding monies relating to Cycle to Work Scheme deducted (if applicable)			
Medical Insurance deductions ceased (if applicable)			
Life Assurance deductions ceased (if applicable)			
PRSA deductions ceased (if applicable)			
P45 Issued			
Exit Interview conducted			
<i>HR Coordinator Signature</i>		<i>Date</i>	