

Periods of notice to be given by the County Council to employees

The notice periods to be given by the County Council to employees are given below.

Period of Continuous Employment Minimum Period of Notice

4 weeks or more but less than 4 years 4 weeks

4 years or more but less than 12 years 1 week for each year of continuous service

12 years or more 12 weeks notice

Periods of notice to be given by an employee to the County Council

The minimum period of notice for monthly paid employees is one month but the County Council may require a longer period of notice particularly for senior employees. Employees who wish to be released before the end of their notice period may be able to leave early but only with the written agreement of their manager and only when service needs will be met. The following guidelines are suggested but due regard should be paid to posts where difficulties of replacement may be expected:

Employees on Band A and below 1 months' notice

Employees on Band B to D 2 months' notice

Employees on Band E to J 3 months' notice