

Notice Periods

1. The Purpose

This policy sets out the notice period that must be provided if you decide to leave or if your employment is brought to an end by the Forestry Commission.

2. The Principles

The principles of the policy are to:

- provide the minimum periods of notice, where possible; and
- pay compensation in lieu of notice (CILON) if minimum periods of notice cannot be given. CILON will not be paid if you leave voluntarily before the end of the period of notice or if you are summarily dismissed.

3. The Policy

As a result of the constitutional position of the Crown, civil servants cannot demand a period of notice as a right if their employment is terminated. However in practice the FC will apply the periods of notice detailed in this policy.

3.1 If you leave the Forestry Commission

Pay Bands 3-7	1 month notice
Pay Band 2 and above	3 months (1 month if you were promoted or appointed to PB2 or above before 2 April 1990 and have not been promoted since)
Short Term Temporary Appointments	4 weeks (unless your contract states otherwise)

Once you have submitted a letter of resignation you cannot withdraw it unless the FC agrees that you can do so.

3.2 Medical Early Retirement

In cases of medical early retirement you will be given **9 weeks** notice (regardless of your Pay Band) to provide sufficient time for you to decide if there are grounds to appeal

the decision. If you would like to leave sooner then a shorter period of notice can be agreed in discussion with your line manager.

If a probationer is dismissed on medical grounds, **5 weeks** notice will be given. This may be extended by **3 weeks** if an appeal is being considered.

3.3 Redundancy on voluntary terms

You will be entitled to **3 months** notice. The actual date of your departure will be decided in discussion with your manager and your notice period will begin when you sign the agreement to depart. CILON will not be paid where you volunteer to leave before the end of your notice period.

3.4 Redundancy on compulsory terms

You will be entitled to:

- **6 months** notice if you were employed before 9 November 2016; or
- **3 months** notice if you were employed on or after 9 November 2016.

If you are employed on a Fixed Term Appointment which is due to end before the notice period set out above, your notice period will be to the end date specified in your contract.

Longer periods of notice will be given if you are over the age of 60 and have less than 25 years service:

- **9 months** notice if you have 10-25 years service; or
- **12 months** notice if you have less than 10 years service.

Notice will begin from the date that the notice of redundancy is issued. Where you volunteer to leave before the end of your notice period you will not be paid CILON.

3.5 If you are dismissed

If you are dismissed on grounds of capability or misconduct (except summary dismissals), or if your appointment is terminated during probation, then the notice period provided by the FC will be:

Up to 4 years continuous service	5 weeks
Over 4 years continuous service	1 week plus 1 week for every year of continuous service, up to a maximum of 13 weeks.
Short Term Temporary Appointments	4 weeks (unless your contract states otherwise)

3.6 Your responsibilities as an employee

You are expected to:

- Provide a letter of resignation to your line manager as soon as you have decided to leave the Forestry Commission;
- Participate in an exit interview if you would like to explain the reasons for your resignation; and
- Work your full notice period, acting in accordance with the FC's policies and procedures until your last day of service.

3.7 Your responsibilities as a manager

You are expected to:

- Forward letters of resignation to your dedicated HR Team as soon as possible; and
- Discuss and agree departure dates based on the notice periods required.

3.8 Human Resources responsibilities

Human Resources have responsibility for:

- Acknowledging and processing letters of resignation;
- Organising and carrying out exit interviews; and
- Processing any redundancy exits, medical early retirements and dismissals.