



## POLICY AND PROCEDURE MANUAL

**SECTION: Human Resources**

**POLICY: HR 15**

**REVISED:** September 2016  
September 2015, June 2013

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### TERMINATION OF EMPLOYMENT

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#### Policy

Any employee resigning from Contact Brant must provide one month written notice of termination.

Contact Brant, where appropriate, will provide notice of termination as required by the Employment Standards Act and employment contracts.

#### Procedure

1. Employees resigning must provide a letter of resignation to the Chief Executive Officer, providing the required notice.
2. Employees terminated for cause will receive a written notice of termination without pay from the Chief Executive Officer.
3. Employees may be terminated without cause at any time by notice from the Chief Executive Officer in writing, or pay in lieu of notice as required by the Employment Standards Act.
4. Exit interviews help the organization to understand why an employee is leaving and make improvements to retain employees through remedial and strategic planning. An exit interview will be offered to each departing employee by the Chief Executive Officer with a Board member; the employee's participation is voluntary.
5. Knowledge transfer is an important consideration when an employee is leaving the organization. The CEO will request that an employee take time to share their information with the CEO, other employee(s), and/or successor.
6. The final pay will be adjusted as follows:
  - Any compensatory time owed to the employee that does not exceed 22.5 hours, in accordance with the Hours of Work Policy (HR-08), will be added to the employee's final pay.
  - Any vacation that the employee has earned but not taken will be added to the employee's final pay (See Vacation and Holiday Policy, HR-09).
  - Any vacation or sick leave that the employee has taken, but not yet earned will be deducted from the employee's final pay (See Vacation and Holiday Policy, HR-09; Sick Leave Policy, HR-10).