

**Leaving BCC**

**NOTICE PERIODS**

Unless specified otherwise in your principal statement of contract terms and conditions, notice to end employment with Boleskine Community Care (BCC) must be given in writing with time periods as set below (unless otherwise mutually agreed): :

Employment period: Notice from Employee: Notice from BCC:

Less than 1 month nil nil

From 1 month to end 1 week 1 week

of probationary period

After probationary period 1 month 1 week/ completed years

 (4 weeks) service (max. 12 weeks)

These periods of notice will apply if you are dismissed on grounds of inefficiency or if your dismissal is the result of disciplinary proceedings in circumstances where summary dismissal is not justified. Your employment may be terminated without notice where summary dismissal is involved.

**WORKING NOTICE**

In all cases the Charity reserves the right to enforce your full notice period. Your full remaining annual leave entitlement should be taken during your notice period in agreement with your line manager. Exceptionally, if this is not possible, your manager may agree to make a payment in lieu of this. If you leave any day other than the last working day of that month, that month will not count for annual leave purposes.

If you resign and are in possession of BCC property (including computer files), you should make your manager aware of these, and arrange how they will be handed back to the Charity. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, BCC reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

**OTHER CONDITIONS ON LEAVING**

On leaving, BCC will deduct from any money due to you such sums as you may owe to the Charity. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the BCC’s agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to your manager all articles belonging to Boleskine Community Care, including any ID badge and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left Boleskine Community Care, you must not:

* Solicit or seek to entice away any BCC staff
* Use or divulge to any person or organisation any confidential information relating to the business of Boleskine Community Care.

**Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.**

**Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.**