

Notice Periods

It is necessary to distinguish between the relevant period of notice which the University is required to provide staff in the event of termination of employment and the period of notice that staff are required to give the University of their intention to leave should they wish to resign from their post. Statutory obligations require the University to provide a minimum of one week's notice for each year of service up to a maximum of twelve weeks after twelve years service.

The University agreed contractual notice periods across grades for those on open-ended contracts are outlined below*:

**During the probation period, an employee's employment may be terminated by giving the relevant period of notice (by either party). This is typically one weeks' notice for grades 1 to 5 or one months' notice for grades 6 and above, however the specific period is outlined within individual contracts.*

Notice Period – Employee to University

Notice Period*	Employee to University
Grades 1-2	2 weeks
Grades 3-5	1 month
Grades 6-9	3 months

Notice Periods – University to Employee

Service	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6 and above
0*	2 Weeks	2 Weeks	1 Month	1 Month	1 Month	3 Months
1	2 Weeks	2 Weeks	1 Month	1 Month	1 Month	3 Months
2	2 Weeks	2 Weeks	1 Month	1 Month	1 Month	3 Months
3	3 Weeks	3 Weeks	1 Month	1 Month	1 Month	3 Months
4	4 Weeks	4 Weeks	1 Month	1 Month	1 Month	3 Months
5	5 Weeks	3 Months				
6	6 Weeks	3 Months				
7	7 Weeks	3 Months				
8	8 Weeks	3 Months				
9	9 Weeks	3 Months				
10	10 Weeks	3 Months				
11	11 Weeks	3 Months				
12+	12 Weeks	3 Months				

*after successful probation period