

## 8.28 Resignation and Termination Policy



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Relevant Award - Parents and Citizens Associations Award – State 2016*



### Procedures

The employment contract specifies the minimum amount of notice required for resignation or notice of termination. A notice of resignation must be approved in writing to your direct manager.

Employees are asked to give 2 weeks' notice prior to leaving. Management would appreciate as much notice as possible so that there is minimal disruption to the service operations, families and children.

The Service will conduct / offer Departure Questionnaires as a strategy to ascertain reasons for staff turnover with the intention to develop strategies to promote job satisfaction for existing employees.

On leaving Currumbin Kids Club you will be required to return all Currumbin Kids Club property and be reminded of the deed of confidentiality obligations, before final payment is authorised. You will be offered the option of an exit questionnaire for the business to capture your feedback and where possible use it to improve the service.

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	August 2018	23.06.2021	October 2021
		10.05.2024	17.06.2024
		March 2026	March 2026