



RESIGNATION AND RETIREMENT POLICY ERJ 6.13

PURPOSE

Edmund Rice Justice Aotearoa New Zealand Trust is committed to creating a working environment that will encourage employees to become long-standing employees and possibly to remain with the Edmund Rice Justice Aotearoa New Zealand Trust until their retirement.

This policy sets out Edmund Rice Justice Aotearoa New Zealand Trust 's employees' entitlements where their employment ends by reason of their resignation or retirement from Edmund Rice Justice Aotearoa New Zealand Trust.

This policy also sets out processes to be followed by Edmund Rice Justice Aotearoa New Zealand Trust and employees who are ending their employment by reason of resignation or retirement.

SCOPE

This policy applies to all employees of Edmund Rice Justice Aotearoa New Zealand Trust, except casual employees, unless otherwise specified.

POLICY

When an employee resigns or retires from their employment with Edmund Rice Justice Aotearoa New Zealand Trust, the employee is entitled to be paid in respect of the accrued but unused annual leave and long service leave entitlements.

Personal/carer's leave and compassionate leave cannot be cashed out on termination of employment.

Feedback from employees leaving the Edmund Rice Justice Aotearoa New Zealand Trust can provide valuable information on their perception of Edmund Rice Justice Aotearoa New Zealand Trust and the way it is managed. Employees who are resigning or retiring from their employment will therefore be invited to attend an exit interview.

AUTHORISATION

Chair

2015

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 6.13	Version	1
Drafted by	James Devereaux	Approved by Board	
Responsible person	ERJANZ Board	Scheduled review date	March 2017



RESIGNATION AND RETIREMENT PROCEDURE ERJ 6.13

RESPONSIBILITIES

The **Board** is responsible for ensuring that:

- employees are aware of this policy and related procedures;
- retiring employees receive a letter recognising their contribution to [name of organisation];
- appropriate documentation is provided and payments are made to employees who have resigned or retired from their employment;
- all cases of resignation are reviewed to ensure all beneficial learning is achieved and appropriate action is taken as a result of the learning;
- where appropriate, resignations are accompanied by an exit interview;
- all paperwork and documentation is completed to ensure employees receive their correct entitlements upon their employment ending.

The **Board** are responsible for ensuring that:

- longstanding employees are recognised for their contribution to Edmund Rice Justice Aotearoa New Zealand Trust; and
- all property of Edmund Rice Justice Aotearoa New Zealand Trust in the resigning or retiring employee's possession is returned to the Edmund Rice Justice Aotearoa New Zealand Trust.

Employees are responsible for ensuring that they:

- are familiar with the contents of this policy;
- provide the required amount of notice of termination of employment (which may be in their contract) when resigning or retiring;
- return all property of Edmund Rice Justice Aotearoa New Zealand Trust.

PROCESSES

Notice

An employee wishing to resign or retire must provide notice of their intention to resign or retire in writing to the Chair. The letter must state the proposed date of resignation or retirement. The employee must give notice in accordance with their contract of employment or an applicable industrial instrument.

The Chair will forward the letter of resignation or retirement to the Human Resources Department for processing and inclusion in the individual's personal file.

The Chair will prepare a letter to be signed by the Chair recognising the employee's contribution to Edmund Rice Justice Aotearoa New Zealand Trust and accepting the employee's resignation or retirement. This will be forwarded to the Chair to be presented to the employee.

In the event that an employee wishes to withdraw their resignation or retirement, Edmund Rice Justice Aotearoa New Zealand Trust is under no obligation to accept the withdrawal.

An employee may not withdraw their resignation or retirement after the expiry of the notice period.

The relevant supervisor/manager may decide to relax the period of notice required from the employee, in consultation with the Human Resource Department. In addition, Edmund Rice Justice Aotearoa New Zealand Trust has discretion to request that an employee not work the applicable notice period. In this case, the employee will not be required to attend work and the employee will be paid in lieu of notice.

Payments on termination of employment

The Board will arrange for payroll to make a final payment to the employee at the completion of the notice period. The final payment will be made on termination of employment.

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In cases where Edmund Rice Justice Aotearoa New Zealand Trust decides that the applicable notice period is not to be worked out, payment in lieu of notice is to be made. The payment must be in accordance with legislative and/or requirements under any industrial instrument.

Where an employee requests early release from the notice period and it is agreed by the manager, payment is made only for the time worked.

References/certificates of service

Edmund Rice Justice Aotearoa New Zealand Trust will provide references/certificates of service at its discretion, in consultation with employees.

Exit interviews

Exit interviews will be conducted by a representative from the Board Member and the employee's Chair in accordance with organisational practice.

Any information obtained from an employee who is resigning or retiring from their employment during an exit interview will be recorded in writing.

RELATED DOCUMENTS

- Exit Interview Guidelines

LEGISLATION & AWARDS

- *Fair Work Act 2009 (Cth)*
- *Fair Work Regulations 2009 (Cth)*

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