



Case Study

Redundancy and Lay Off

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Notice Requirement for Unspecified Duration Contracts

Length of continuous service	Notice period
< 6 months	7 days
6 months to 2 years	15 days
2 years to 5 years	1 month
5 years to 10 years	2 months
10 years to greater	3 months

During the notice period, the employee is allowed two days of paid leave per week to look for employment.

Notice Requirement for Fixed Duration Contracts

Length of continuous service	Notice period
6 to 12 months of services	At least 10 days
> 1 year	At least 15 days
Failure to give prior notice will result in being renewed for a duration equal to the original contract	
Renewal > 2 years, considered to UDC	

Separation benefits:

1. All salary due through the date of separation
2. Any unclaimed annual leave
3. Memorial gifts \$5* length of services
4. Pension Fund (6% or 8%) + 2% saving (deduct from staff) and
5. Severance pay (Medical Separation, lay off and redundant only)
 - a) 6-12 months = 7 days salary
 - b) > 12 months = 15 days per year* # of years maximum to 6 months salary (service > than one year, any service in excess of six months shall be counted as a full year)

*****In case staff leaving before separation day, WVI counted as voluntary resign, this benefit #5 is not given.*

6. Any other unclaimed benefits on a pro-rata basis.
7. A Certificate of Employment.

Employee to be redundant :



- ✓ the least professional ability(Performance)
- ✓ the least seniority
- ✓ Seniority increased by one year for a married employee and by an additional year for each dependent child.

Re-hired :



- ✓ Dismissed workers have for two years priority to be re-hired for the same position in the organization.
- ✓ Employee who have priority for re-hire are required to inform their employer of any change in address occurring after the layoff.
- ✓ If there is a vacancy, the employer must inform the concerned employee
- ✓ The employee must appear at the establishment within one week after receiving the information.

Thank you

