

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:

Notice Period – Employee to University

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

