

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES TERMINATION OF EMPLOYMENT	SECTION: 7.07e PAGE: 1 DATED MAY 2002
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**7.07e      TERMINATION (Exempt)**

.01      Except for just cause, when a permanent employee is terminated the employee shall be given written notice, or pay in lieu thereof, in accordance with the following schedule:

<u>Years of Employment</u>	<u>Notice Period</u>
More than three months but less than two years	One week
Two years or more but less than four years	Two weeks
Four years or more but less than six years	Four weeks
Six years or more but less than eight years	Five weeks
Eight years or more but less than ten years	Six weeks
Ten years or more	Eight weeks

.02      An employee shall give the Board one month's written notice of resignation.