**Termination of Temporary Employment Procedures**

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| **Employer Initiated** | | | | |
| No further need for temporary employment due to change in volume of work, changed financial circumstances, return of permanent officer or placement of an excess officer | 🡺 | Explain to staff member as soon as possible why contract is being ceased  Notify in writing giving reasonable notice –dependant on length of contract | 🡺 | Notify Shared Services Centre **immediately** to avoid overpayment of salary |

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| **Employee Initiated** | | | | |
| Staff member wishes to cease contract early | 🡺 | Speak to manager and explain reasons why ceasing  Give at least two weeks’ notice to the Institute | 🡺 | Notify Shared Services Centre **immediately** to avoid overpayment |