

**Green Templeton College
University of Oxford**

Termination of Appointments by Notice

The period of notice which an employee is obliged to give to terminate their appointment is laid down in the contract of employment, this may vary from one week to six months, depending on the individual's role and the length of their contract. Notice to terminate appointments should be given to the line manager in writing.

If the College wishes to terminate a staff member's employment, then the length of notice that they are entitled to receive is similarly stated in the contract of employment, but there are certain minimum periods laid down by legislation, which are as follows:

- 1 week if the staff member has worked continuously for the College for less than two years;
- not less than one week's notice for each year of continuous employment if the staff member has worked continuously for the College for two years or more, but less than twelve years;
- not less than twelve weeks' notice if the staff member has worked continuously for the College for twelve years or more.