

This Policy will detail the Company's philosophy towards the retirement of staff and for handling any redundancies that may be deemed necessary.

RETIREMENT POLICY:

The retirement age for staff at the Nursery follows government criteria for state pension which is currently 67 years old. It is normal policy for retirement to commence on the Friday following retirement age.

At the discretion of the SMT, and after a suitable break in service, employment under new Terms and Conditions of Contract may be offered to selected employees.

REDUNDANCY POLICY:

In the event that the need arises to reduce the staffing levels through shortage of work, then the following redundancy selection procedure will apply:

Selection for redundancy will be based upon an assessment of the following factors:

- a) relative capabilities;
- b) performance;
- c) reliability;
- d) conduct;
- e) attendance record;
- f) suitability for the work which remains.

The over-riding factor in coming to redundancy decisions will be maintaining the viability of the business.

REDUNDANCY PAY

Normally staff would be entitled to statutory redundancy if they've been working for the nursery for 2 years or more.

Currently, this is calculated as follows:

- half a week's pay for each full year worked while under 22
- one week's pay for each full year worked while 22 or older, but under 41
- one and half week's pay for each full year worked while 41 or older

Length of service is capped at 20 years.

Weekly pay is the average earned per week over the 12 weeks before the day of receiving a redundancy notice.