Termination Policy

HiFlex Physio is cimmitted to fair, clearly stated and supportive relationships between the organisation and its staff. This policy is designated by law as a Relevant Policy covering the employment of all staff, relation to all staff employed under an Australian Agreement that specifically refers to this policy.

The Termination of employment may be started by any staff member resigning and giving relevant notice or by not turning up for work or by retiring from their position. Termination may be inistiated by HiFlex Physio for unsatisfactory performance, Chronic ill-health, misconduct or redundancy of a given position. Relevant notice will be given by HiFlex Physio un these cases (except in the case of serious levels of misconduct) or in lieu of notice, payment may also be made.

1. Policy

1.1 Notice of termination by the employee

All employees of HiFlex Physio, apart from Casual Employees, are required to give written notice of intention to terminate their employment. These notice periods are as follows:

Management - Not less than 4 weeks notice

General Staff - Not less than 2 weeks notice

If an Employee does not give the required period of notice before terminating their employment, HiFlex Physio has the right to withhold money due to the employee equal to the ordinary rate of pay for the entire notice period.

1.2 Notice of termination by HiFlex Physio

HiFlex Physio may only terminate staff due to:

- Unsatisfactory performance
- Serious misconduct
- Redundancy

In each case, the notice period will not be less than 1 entire pay period.

HiFlex Physio will make payment in lieu of the notice if the appropriate notice period is not provided for by the company.

1.3 Serious or wilful misconduct

Notice will not be required where an employee is terminated for serious or wilful misconduct.

1.4 Redundancy

Any employee whose positions are made redundant by the company and who then leave the company will be entitled to the relevant redundancy payment set out in the Workplace Agreement. If the employee is transferred to a lower paid position within the organisation, the same notice period is required to be given, as if the employee was to be terminated.

Any employee that leaves during the relevant notice period is entitled to any benefits and payments as if they had remained with HiFlex Physio. However, they will not be entitled to receive any payment in lieu of notice.

1.5 Time off during notice peiod

During the notice period for termination, an employee will be allowed up to 1 day of time off work, with pay during each week of the notice for the purpose of attempting to find alternative employment.