

UNIT FIVE: TERMINATION OF EMPLOYMENT

Materials needed:

- Student pages 56 to 69
- Listening CD Track 10: "Termination of Employment"










Objectives: Students will be able to...

- recognize and understand idioms related to termination of employment (pages 56 and 57).
- read and answer comprehension questions relating to termination of employment (pages 58 and 59).
- apply their knowledge to Employment Standards legislation scenarios (pages 60 to 69).

1. TERMINATION OF EMPLOYMENT

Activation activity: The teacher introduces the final topic in the unit, "Termination of Employment", by doing the pre-listening activity explained on student page 56. THINK PAIR SHARE. Students brainstorm the following with their partner: "What common words are used when an employee decides to leave the employer or when the employer decides that the employee has to leave?" The teacher then writes all the ideas on the board and then hints if there may be other words that they haven't thought of. After this, students use the pictures below as clues to give them some ideas of the expressions or idioms related to termination of employment. For example, the picture of "Arnold Schwarzenegger" in "Terminator" might remind the students of the word "to terminate". The teacher debriefs and explains the idioms afterwards. (If this is difficult for the students, the teacher can give a "word bank" of answers, and the students can simply match the expressions with the pictures.)

ANSWERS FOR PAGE 56

 to give notice	 to quit on the spot	 "You're fired" (to be fired)
 to be canned	 to get the boot to be given the boot	 to be let go
 to be laid off	 to be dismissed "There's the door"	 to be sacked

		
to quit, to resign	to be given the heave ho	to be terminated

to be dismissed	("He was dismissed.")	to be asked to leave
to lay someone off	("He laid off his employee.")	to send away because no work is available
to sack someone	("She sacked her employee.")	to dismiss someone abruptly
to be fired	("You're fired!")	to be dismissed angrily
to give notice	("She gave notice.")	to tell your employer you are leaving work
to let someone go	("He let her go.")	to dismiss someone
to quit on the spot	("He quit on the spot.")	to quit with no notice
to can someone	("He canned his secretary.")	to dismiss with finality
to give someone the boot	("She gave him the boot.")	to get rid of the employee eagerly
to resign	("He resigned from his job.")	to quit; the employee decides
to give someone the heave-ho	("She gave him the heaveho.")	to dismiss someone abruptly
to terminate	("He terminated his employee.")	to dismiss unpleasantly

NOTE: to explain "to be given the heave-ho", you can tell the students that the word "heave" means to pull, and that English speakers say "heave ho" when they are struggling with a heavy rope. In this metaphor, the employer and employee are in a conflict situation, and the employer "pulls" harder and the employee crosses the line from where he is safely "staying" in the company to where he is asked to "leave".

Activity: Students listen to Listening Track 10, "Termination of Employment", and fill in the missing idioms in the blanks.

ANSWERS FOR PAGE 57

It is often difficult to leave a job. Jobs can end for four main reasons. It can be the employee's decision, an employer's decision, a decision that they make together, or a decision that the company needs to make.

Employees can decide to leave a job. An employee usually tells the employer. They tell the employer that they want to leave. They need to **give** at least one week's **notice**. One week after they tell the employer, they can leave the job. When they **quit** or **resign**, they don't work for the employer anymore.

Sometimes an employee doesn't tell the employer. They **leave without giving notice**. They might get angry at the employer and **quit on the spot**. This means they walk out of the building and never work for the employer again. Or, they might be a new employee. When they are a new employee, they have 30 days to decide if the job is a good job for them. When they have worked less than 31 days, they can tell the employer that they will not come to work the next day. They do not have to **give notice**.

ANSWERS FOR PAGE 57 continued

The employer can decide that the employee is not a good worker for the company. When the employee has worked less than 31 days, the employer can tell the employee to go home and not come back. They might be angry. They can tell the employee “**You’re fired!**”, and the employee has to leave. The employer does not have to **give** the employee **notice**. There are other words which have the same meaning as “**You’re fired.**” The employee could be **canned**, **sacked**, **given the boot**, or **given the heave-ho**. The employer could also say “**There’s the door.**” All of these mean the same thing. The job is over, and the employer is not happy with the employee.

When an employee says “**I was let go**”, the listener doesn’t know if the employee and employer left each other happily or not. The listener knows only that the employee is not working there anymore.

Sometimes the employee doesn’t want to leave, and the employer doesn’t want the employee to leave. But, there might not be enough money. The employee could be **laid off** because there is not enough work. This means that the employer might want to hire the employee again when the company has more money. But, if the employer does not think the employee will be hired again, the employee is **permanently laid off**, or **dismissed**.

2. GIVING NOTICE BEFORE TERMINATION (15 minutes)

Activation activity: The teacher discusses what giving notices means and asks students if they have given notice in their previous jobs, and if so, how much notice they gave.

Activity: The whole class is divided into two groups. One group does Reading A ([Page 58](#)), and the other group does Reading B ([Page 59](#)). After each group is finished, the teacher pairs up one person who read Reading A with one person who read Reading B for them to discuss the answers together. Following this, the teacher debriefs with the whole class.

ANSWERS

READING A

1. Layoff is not the same as termination. A layoff is a temporary break in employment, whereas termination is a permanent break in employment.
2. Employees need to give notice when they want to terminate their employment. The length of time for the notice depends on how long they have worked for the employer. Employees who have worked for an employer more than 30 days but less than one year must give at least one week’s notice before the last day they plan to work. After employees have completed one full year with the same employer, at least two weeks’ notice is required. When employers wish to terminate employees, they must give notice of termination or pay wages equal to what would normally be earned during the notice.
3. The amount of notice employers must provide employees depends on the length of time that employee has worked for them.
4. When employers wish to terminate employees, they must give notice of termination or pay wages equal to what would normally be earned during the notice. This is often called “wages in lieu of notice”.
5. Effective April 30, 2007, employers cannot keep wages from employees who quit without notice. Employers must pay employees all earned wages within 10 days of the last day of work.

ANSWERS FOR PAGE 59

READING B

1. In the first 30 days of employment the legislation states that employers and employees have the right to end the working relationship without notice.
2. There are some cases where employers or employees do not need to give notice of termination.
3. Human rights, workplace safety and health and collective bargaining legislation all have provisions that prevent discrimination and offer some job protection.
4. Employment is considered continuous during statutory leaves like Parental, Maternity or Compassionate Care Leave.
5. Effective April 30, 2007, employers cannot have alternate notice policies.

SCENARIOS (30 minutes)

Activation activity: The teacher asks the class if they have any work situations where they are unsure of the legislation. These are discussed or flagged for further research.

Activity: Following this, the class is divided into two groups. One group reads and discusses 1 to 5 and the other 6 to 10. The teacher circulates to each group to tell them the answers to the questions after they have finished discussing them. After each group knows the answers to their scenarios, they get a partner from the opposing group and discuss the results with their new partner. Encourage the students to phone Employment Standards for their own scenarios.

Optional activity: The teacher can give one scenario per student to research and present.

ANSWERS FOR PAGES 60 to 69

1. The answer is E.
2. The answer is B.
3. The technically correct answer is D, but in reality C is what happens. When it is a part time worker, often neither the employee nor the employer actually wants them to take an extra day off, and instead they just pay the general holiday pay (5% of the 28 days).
4. The answer is D.
5. The answer is D.
6. The answer is A. The answer E might also be true. If he took EI benefits for the parental leave, EI would pay him for those days (they pay by the week) and would claw back any money the employer paid as General Holiday pay. (Can you check this out?)
7. The answer is B.
8. The answer is A.
9. The answer is A.
10. The closest answer is B. If his supervisor saw that he was working and did not say anything, then Employment Standards would probably make the employer pay the additional 25 minutes. Similarly if the employer had told him previously not to start work until his shift starts, then the employer could deduct the time from the time card.



END OF UNIT FIVE