

TERMINATION OF EMPLOYMENT

PRE-LISTENING: Brainstorm with your 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? Use the pictures below as clues to give you some ideas of the expressions or idioms related to termination of employment. (For example, the picture of "Arnold Schwarzenegger" in "Terminator" might remind you of the word "to terminate")



TERMINATION OF EMPLOYMENT

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. Employees have to tell the employer that they want to leave. They need to _____ at least one week's _____ if they have worked for the employer for between 30 days and one year. One week after they tell the employer, they can leave the job. When they _____ or _____, they don't work for the employer anymore.

Sometimes an employee doesn't tell the employer. They _____ _____ _____ _____ _____ . They might get angry at the employer and _____ _____ _____ . 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 29 days to decide if the job is a good job for them. When they have worked less than 30 days they can tell the employer that they will not come to work the next day. They do not have to _____ _____ .

The employer can decide that the employee is not a good worker for the company. When the employee has worked less than 30 days, the employer can tell the employee to go home and not come back. They might be angry. They can tell the employee " _____ _____ !", and the employee has to leave. The employer does not have to _____ the employee _____ . There are other words which have the same meaning as " _____ _____ ." The employee could be _____, _____, **given the** _____, or **given the** _____ . The employer could also say "**There's the** _____ ." 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 _____ _____ _____", the listener doesn't know if the employee and employer left each other happily or not. The listener only knows 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 _____ _____ 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 doesn't think the employee will be hired again, the employee is _____, or _____

GIVING NOTICE

When the employer no longer needs the employee, they have to tell them that the job is over. This is called **giving notice**. The employee has to be paid regular wages for a period of time after the employer gives notice. Employees usually work during this time.

Employees must tell the employer when they no longer want to work for the employer. This is also called **giving notice**.

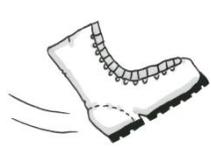
There are rules about how much notice employers and employees have to give each other. In general, the longer the employer and employee have worked together, the more time must be given before the employee and employer stop working together.

It is difficult for employees when they lose their jobs. When they **are given notice** they have time to look for another job, or to save some money. The amount of notice that employers must give depends on how long the employee has worked:

How long the employee has worked	Notice period
less than 30 days	no notice needed
At least 30 days, and less than one year	one week
at least one year, and less than three years	two weeks
at least three years, and less than five years	four weeks
at least five years and less than ten years	six weeks
at least 10 years	eight weeks

QUESTIONS (see page 48 "Giving Notice")

- Rupinder wanted to try a new job. She started working at a daycare. After two weeks, her employer was not happy with her work. He told her that she **was being let go**. Rupinder was sad that she had been **canned**. She thought that she should receive two weeks' notice. She phoned Employment Standards. Did they agree with her? _____
- David worked at the Fantastic Furniture warehouse for 8 years. The company was losing money and he was **permanently laid off**. He was given three weeks' notice. David did not like being **let go** like this. He didn't feel that he was given enough notice. He phoned Employment Standards. Did they agree with him? _____

REVIEW: Write the expressions you learned earlier under each of the pictures:	
 <p>to be _____</p>	 <p>to be _____</p>
 <p>to be given the _____</p>	 <p>to be _____</p>
 <p>to be _____</p>	 <p>to be given the _____</p>

GIVING NOTICE

Remember, during the first 29 days of work the employee and the employer do not have to give each other notice. There are times that employers do not have to give notice, even if the employee has worked for them for more than 29 days. The following examples are times when the employee can be told that the job is over with no notice::

- When the job is only for a specific period of time.
- when the job is only to complete a specific thing.
- When the job has very casual shift work and the employees can choose to not work when they want.
- The employee refuses to do the job.
- The employee is violent at work.
- The employee decides to disobey the employer.

Employers should check with Employment Standards to see if notice is needed.

Employers have to pay employees all earned wages within 10 days of the last day of work. The employer cannot keep wages from employees who quit without notice.

QUESTIONS:

1. Olivero works as an office clerk. He is usually happy at work. Sometimes he gets very angry and throws things. He has been working at Speedy Office Supplies for 3 years. One day, when the photocopier doesn't work, he starts kicking the machine. When Alberto, another office clerk, tells him to stop, Olivero kicks him too. Olivero's boss tells him to go home and not come back. He has been **sacked**. Olivero phones Employment Standards to complain. He thinks he should receive four weeks' notice. Does Employment Standards agree? _____

GIVING NOTICE QUESTIONS (continued...)

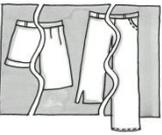
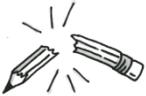
2. Emily has worked at Robert's Chiropractic office for six years. She is tired of her job, but hasn't started to look for a new one. Her employer tells her not to talk to her friends on the phone during work hours. Her boss tells her that she needs to work on the computer when it is not busy. She disobeys her boss and phones her mom every day to talk to her. She paints her fingernails when it is not busy. Her employer **gives her the boot**. He tells her not to come back to work the next day. She is angry and phones Employment Standards. She believes that she should receive six weeks of pay because her employer needs to give her notice. Does Employment Standards agree with her? _____
3. Phuong works at a Credit Union. He has worked there for two years and two months. He does his job well, and gets along well with the other employees. The management decides to close his Credit Union because business is slow. They **lay Phoung off** without giving him notice. Phoung is surprised that he has been **let go**. He thinks he should receive two weeks' notice. He phones Employment Standards. Does Employment Standards agree with him? _____

Employment Standards can protect you from not being paid properly. Remember that there are other laws that also protect you.

For example:

- human rights laws
- workplace safety laws
- collective bargaining laws.

REVIEW GAME: Students take a card from the deck of review cards. If they can answer the question, they roll the dice and move back and forth on the board, following the numbers. If they are incorrect, they miss their turn.

START 1 	2 	3 	4 	5 
10 	9 	8 	7 	6 
11 	12 	13 	14 	15 
20 	19 	18 	17 	16 
21 	22 	23 	24 	25 
30 	29 	28 	27 	26 
31 	32 	33 	34 	35 
FINISH 40 	39 	38 	37 	36 