

# AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

## TO BE FILLED IN BY RELEVANT LOCATION MANAGER

Employee Name: Denise Tranter | Eligible for rehire: ☒ Yes ☐ No

Site working: Reichdale | Last Working Day: 13/9/19

Classification ☐ SALESPERSON ☐ AFTERMARKET ☐ TECHNICIAN ☐ ADMIN ☐ F&I ☐ AWARD FREE MANAGER

Comments: \_\_\_\_\_

### Why is the employee leaving?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Did not commence employment            | <input type="checkbox"/> Contract Expired           | <input type="checkbox"/> Deceased               |
| <input type="checkbox"/> Did not pass probation                 | <input type="checkbox"/> Termination of Casual      | <input type="checkbox"/> Mutual Agreement       |
| <input type="checkbox"/> Abandonment of employment              | <input checked="" type="checkbox"/> Redundancy      | <input type="checkbox"/> Resigned               |
| <input type="checkbox"/> Dismissed – Unsatisfactory performance | <input type="checkbox"/> Never commenced employment | <input type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Dismissed - Serious Misconduct         | <input type="checkbox"/> Health/Illness             |   |

### Removal/Return of Items:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Network Access Removed | <input type="checkbox"/> Company Vehicle              | <input type="checkbox"/> Mobile Phone/Charger/SIM |
| <input type="checkbox"/> USB / Memory Stick     | <input type="checkbox"/> Company Fuel Card            | <input type="checkbox"/> Tablet / Charger / PIN   |
| <input type="checkbox"/> Access Card / Key      | <input type="checkbox"/> Company Credit Card          | <input type="checkbox"/> Laptop, Cables & Bag     |
| <input checked="" type="checkbox"/> Name Badge  | <input checked="" type="checkbox"/> Locker/Office Key | <input type="checkbox"/> Docking Station          |
| <input type="checkbox"/> Uniform                | <input type="checkbox"/> Other                        | <input type="checkbox"/> Mobile WIFI              |

### Required Period of Notice under the Award

- ☐ None = Casual Employee or Other
- ☐ 1 week = (Less than 1 year)
- ☐ 2 weeks = (Between 1-3 years)
- ☐ 3 weeks = (Between 3-5 years)
- ☐ 4 weeks = (More than 5 years)
- NOTICE:** Except for serious and wilful misconduct, the required notice is as follows: - if over 45 with more than 2 years, the employer is to add another week.

### Based on the Required Period of Notice above, I recommend:

- ☐ **Resignation only:** Pay all outstanding entitlements and wages to the Employee
- ☐ **Termination only:** Pay all outstanding entitlements including payment in lieu of notice (Refer to the notice period above)
- ☐ **Mutual Agreement:** Pay all outstanding entitlements but **NO** pay in lieu. Only pay for all hours the employee worked in the notice period
- ☐ Pay all outstanding entitlements and wages however withhold the following amount from the employees final pay for failure to work out required notice:
- \_\_\_\_\_ days from final pay **OR**, \_\_\_\_\_ hours from final pay

**IMPORTANT NOTE:** This form will be kept on the employees personnel file and may be used as a legal record. Upon completion, the form is to be scanned and emailed to [hr@aag.com.au](mailto:hr@aag.com.au) **within 24 business hours**. Any failure to email this form may result in the termination payment for the employee being executed in the following fortnightly pay run. Should this occur, the Manager filling this form in is required to advise the employee of the delay and the date the payment will be processed.

Manager Name (Print) Wendy Dawson

Managers Signature [Signature]

Date of Signing 13/9/19