

Termination Type

Termination Component RES - Resignation
 Termination Date 02/09/2019
 Termination Reason Resigned
 Termination Code RES - Resigned

Unused Leave Normal

	Costing	Hours	Amount	Tax
Prior 16/8/1978:				
Long Service Leave		0.000	\$0.00	\$0.00
Prior 18/8/1993:				
Annual Leave		0.000	\$0.00	\$0.00
Annual Leave Loading			\$0.00	\$0.00
Long Service Leave		0.000	\$0.00	\$0.00
Post 17/8/93				
Annual Leave	ST1F601 - SALARIES - MANAGER	13.780	\$557.90	\$204.00
Annual Leave Loading			\$0.00	\$0.00
Long Service Leave		0.000	\$0.00	\$0.00
Leave Taxed As Gross			\$0.00	\$0.00
Leave Not Taxed			\$0.00	
Leave Subject to Payroll Tax			\$0.00	

ETP Service Period

Date Hired	01/08/2019	Date Terminated	02/09/2019
Total Days Pre 1/7/83	0	Total Days Post 30/6/83	33
Non-Service Days	0	Non-Service Days	0
Service Days Pre 1/7/83	0	Service Days Post 1/7/83	33

Eligible Termination Payments

Death ETP	\$0.00	Total ETP Payment	\$0.00
Leave Taxed as ETP (Sick/RDO)	\$0.00	Payroll Taxable	\$0.00
WOI Redundancy	\$0.00	Total WOI Payment	\$0.00
Gratuity/Golden Handshake	\$0.00		
TIL ETP Payments	\$0.00		

ETP Breakdown	Total	Cash	Tax
Prior July 1983	\$0.00	\$0.00	\$0.00
ETP Cap	\$0.00	\$0.00	\$0.00
WOI Cap	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

ETP Costing ST1F601 - SALARIES - MANAGER

Subseq term from prev year No Allow for Ex Gratia payments No

Employment Termination Payments calculation for employee Nour, Robert

Termination Type: Normal

Employee is under preservation age since employee date of birth is 18/09/1972 (age 47) and preservation age is 60

AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

TO BE FILLED IN BY RELEVANT LOCATION MANAGER

Employee Name: Robert Naps | Eligible for rehire: ☐ Yes ☒ No

Site working: Brookvale | Last Working Day: 02.09.19

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 checked="" type="checkbox"/> Did not pass probation | <input type="checkbox"/> Termination of Casual | <input type="checkbox"/> Mutual Agreement |
| <input type="checkbox"/> Abandonment of employment | <input type="checkbox"/> Redundancy | <input checked="" 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 | |

MUTUAL Designation - Employee unsuitable.

Removal/Return of Items:

- | | | |
|---|---|---|
| <input type="checkbox"/> Network Access Removed | <input checked="" 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 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.

within probation

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 **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) Chris Williams

Managers Signature CL

Date of Signing 02.09.19.

Lena Muscat

From: Chris Williams
Sent: Monday, 2 September 2019 3:04 PM
To: Lena Muscat; Margaret Taouk
Cc: Michael Clements; Omar Mokahal
Subject: Robert Nour.

Hi Lena / Margaret

Robert Nour has decided Brookvale is not for him and handed his resignation today.

If you could finalise your end.

Thanks.

Chris Williams
Dealer Principal

Australian Automotive Group
Titan Ford Brookvale
780 Pittwater Rd, Brookvale, NSW 2099
T: 0407 454231



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