

AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

Resignation Form – To be Filled in by the Employee

Full Name

JETT ELLIOTT

Site location

Castle Hill Renault

Last day of employment

1/06/19

Reasons for Resigning

Personal

- ☐ Family/Relationship
- ☐ Education/Study
- ☐ Travel/Relocation
- ☐ Transport
- ☐ Retirement
- ☐ Medical
- ☐ Prefer not to say

Work Related

- ☐ Job satisfaction
- ☐ Working conditions
- ☐ Shift Work/Roster
- ☐ Rates/Wages/Benefits
- ☐ Company Culture
- ☐ Location
- ☐ Job Security
- ☐ Colleagues

Career Related

- ☐ Lack of career opportunity
- ☐ Career Progression
- ☒ Change of Career Path
- ☐ Other employment is offering greater incentives

EMPLOYEE SURVEY – TO BE FILLED IN BY THE EMPLOYEE

Please mark one of the following:

Strongly Agree Agree Disagree Strongly Disagree

I enjoyed my work activities

☒ ☐ ☐ ☐

I was challenged by my job

☐ ☒ ☐ ☐

I was paid fairly for my work

☐ ☒ ☐ ☐

Other staff treated me fairly

☒ ☐ ☐ ☐

My supervisor treated me fairly

☒ ☐ ☐ ☐

My supervisor gave clear instructions and responsibilities

☒ ☐ ☐ ☐

I was recognised for my good work

☒ ☐ ☐ ☐

My job description accurately reflects my job responsibilities

☒ ☐ ☐ ☐

My department was adequately staffed

☒ ☐ ☐ ☐

I was trained in WHS procedures

☒ ☐ ☐ ☐

I felt there were opportunities for career advancement

☐ ☒ ☐ ☐

What did you most like about AAG and your position?

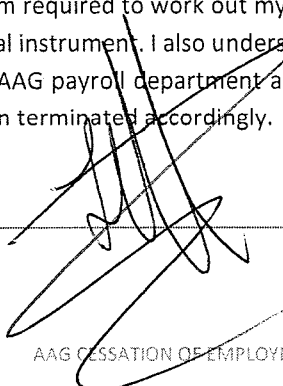
THE PEOPLE

What did you least like about AAG and your position?

Nothing

I understand that I am required to work out my notice and payroll will process my wages and entitlements in accordance with the relevant industrial instrument. I also understand that any future correspondence will be sent to the contact details I have provided the AAG payroll department and once this form is received at AAG's payroll department, my employment is deemed to have been terminated accordingly.

Signature:



Date:

1/06/19

AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

TO BE FILLED IN BY RELEVANT LOCATION MANAGER

Employee Name: Jeff Elliott | Eligible for rehire: ☒ Yes ☐ No

Site working: Castle Hill Renault | Last Working Day: 1/6/19

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 type="checkbox"/> Redundancy | <input type="checkbox"/> Resigned |
| <input type="checkbox"/> Dismissed – Unsatisfactory performance | <input type="checkbox"/> Never commenced employment | <input checked="" type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Dismissed - Serious Misconduct | <input type="checkbox"/> Health/Illness | <u>going to NAVY</u> |

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 type="checkbox"/> Name Badge | <input 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 **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)

Debra Nash

Managers Signature

[Signature]

Date of Signing

1/6/19