

AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

TO BE FILLED IN BY RELEVANT LOCATION MANAGER

Employee Name: ZEBAYUN LAURENTE | Eligible for rehire: ☒ Yes ☐ No

Site working: SMITHFIELD | Last Working Day: 17.5.19.

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

Comments:

Why is the employee leaving?

- ☐ Did not commence employment
☐ Did not pass probation
☐ Abandonment of employment
☐ Dismissed – Unsatisfactory performance
☐ Dismissed – Serious Misconduct
☐ Contract Expired
☐ Termination of Casual
☐ Redundancy
☐ Never commenced employment
☒ Other (please explain) Left on own Accord.
☐ Deceased
☐ Mutual Agreement
☐ Resigned
☐ Health/Illness

Removal/Return of Items:

- ☐ Network Access Removed
☐ USB / Memory Stick
☐ Access Card / Key
☐ Name Badge
☐ Uniform
☐ Company Vehicle
☐ Company Fuel Card
☐ Company Credit Card
☐ Locker/Office Key
☐ Other
☐ Mobile Phone/Charger/SIM
☐ Tablet / Charger / PIN
☐ Laptop, Cables & Bag
☐ Docking Station
☐ 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 willful 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) Rob Pappalardo

Managers Signature R Pappalardo

Date of Signing 15.5.19.

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Resignation Form – To be filled in by the Employee			
Full Name		Zebulun Laurentie	
Site location		RD Smithfield	
Last day of employment		17-05-2019	
Reasons for Resigning			
Personal	<input type="checkbox"/> Family/Relationship <input type="checkbox"/> Education/Study <input type="checkbox"/> Travel/Relocation <input type="checkbox"/> Transport <input type="checkbox"/> Retirement <input type="checkbox"/> Medical <input type="checkbox"/> Prefer not to say	Work Related	<input type="checkbox"/> Job satisfaction <input type="checkbox"/> Working conditions <input type="checkbox"/> Shift Work/Roster <input type="checkbox"/> Rates/Wages/Benefits <input type="checkbox"/> Company Culture <input type="checkbox"/> Location <input type="checkbox"/> Job Security <input type="checkbox"/> Colleagues
		Career Related	<input type="checkbox"/> Lack of career opportunity <input type="checkbox"/> Career Progression <input checked="" type="checkbox"/> Change of Career Path <input type="checkbox"/> 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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I enjoyed my work activities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I was challenged by my job
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I was paid fairly for my work
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other staff treated me fairly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My supervisor treated me fairly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My supervisor gave clear instructions and responsibilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I was recognised for my good work
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My job description accurately reflects my job responsibilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My department was adequately staffed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I was trained in WHS procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I felt there were opportunities for career advancement

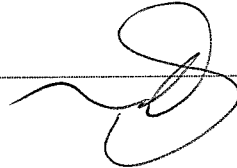
What did you most like about AAG and your position?

Worksite is close to home
Time in time out rules, fairly flexible

What did you least like about AAG and your position?

Lack of duty of care, no development program for low level employee

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:

15-05-2019

Zebulun Laurente

3-05-2019


Chris Williams, Rob Pappalardo,
Job Control and Management
/Australian Automotive Group
PD SMITHFIELD

Greetings,
first I'd like to wish you a happy and productive
day.

I am writing this letter to inform you of
my plan to leave this company and make
my final exit on Friday 17th of May 2019
my decision is base on possible career change
more suitable for me that is currently
available in the job market.
you can assure my cooperation and perform
my job and duty during this notice.

I would like to thank AHG for allowing
me to work with the company as PD Technician
Thank you for your patience and support.

Sincerely,


Zebulun Laurente