

# AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

Resignation Form – To be Filled in by the Employee			
Full Name	<u>Anisa Shkupi</u>		
Site location	<u>Ryde</u>		
Last day of employment	<u>30/04/2019</u>		
Reasons for Resigning	<b>Personal</b> <input type="checkbox"/> Family/Relationship <input type="checkbox"/> Education/Study <input checked="" type="checkbox"/> Travel/Relocation <input type="checkbox"/> Transport <input type="checkbox"/> Retirement <input type="checkbox"/> Medical <input type="checkbox"/> Prefer not to say	<b>Work Related</b> <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	<b>Career Related</b> <input type="checkbox"/> Lack of career opportunity <input type="checkbox"/> Career Progression <input 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
I enjoyed my work activities	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor gave clear instructions and responsibilities	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My department was adequately staffed	<input checked="" type="checkbox"/>	<input 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


What did you most like about AAG and your position?

I liked that you had the choice to sell warranty  
whenever you wanted and had time.

What did you least like about AAG and your position?

Can't think of anything

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 that any future correspondence will be will 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: 2/4/2019

# AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

TO BE FILLED IN BY RELEVANT LOCATION MANAGER																
Employee Name: <u>Anisa Shkupi</u>	Eligible for rehire: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
Site working: <u>Ryde</u>	Last Working Day: <u>30/04/2019</u>															
Classification: <input type="checkbox"/> SALESPERSON <input type="checkbox"/> AFTERMARKET <input type="checkbox"/> TECHNICIAN <input checked="" type="checkbox"/> ADMIN <input type="checkbox"/> F&I <input type="checkbox"/> AWARD FREE MANAGER																
Comments: <u>Eligible for rehire if i would be in Australia</u>																
<p><b>Why is the employee leaving?</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Did not commence employment</td> <td><input type="checkbox"/> Contract Expired</td> <td><input type="checkbox"/> Deceased</td> </tr> <tr> <td><input type="checkbox"/> Did not pass probation</td> <td><input checked="" type="checkbox"/> Termination of Casual</td> <td><input type="checkbox"/> Mutual Agreement</td> </tr> <tr> <td><input type="checkbox"/> Abandonment of employment</td> <td><input type="checkbox"/> Redundancy</td> <td><input checked="" type="checkbox"/> Resigned</td> </tr> <tr> <td><input type="checkbox"/> Dismissed – Unsatisfactory performance</td> <td><input type="checkbox"/> Never commenced employment</td> <td><input type="checkbox"/> Other (please explain) _____</td> </tr> <tr> <td><input type="checkbox"/> Dismissed - Serious Misconduct</td> <td><input type="checkbox"/> Health/Illness</td> <td></td> </tr> </table>		<input type="checkbox"/> Did not commence employment	<input type="checkbox"/> Contract Expired	<input type="checkbox"/> Deceased	<input type="checkbox"/> Did not pass probation	<input checked="" 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	
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<p><b>Removal/Return of Items:</b></p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Network Access Removed</td> <td><input type="checkbox"/> Company Vehicle</td> <td><input type="checkbox"/> Mobile Phone/Charger/SIM</td> </tr> <tr> <td><input type="checkbox"/> USB / Memory Stick</td> <td><input type="checkbox"/> Company Fuel Card</td> <td><input type="checkbox"/> Tablet / Charger / PIN</td> </tr> <tr> <td><input type="checkbox"/> Access Card / Key</td> <td><input type="checkbox"/> Company Credit Card</td> <td><input type="checkbox"/> Laptop, Cables &amp; Bag</td> </tr> <tr> <td><input type="checkbox"/> Name Badge</td> <td><input type="checkbox"/> Locker/Office Key</td> <td><input type="checkbox"/> Docking Station</td> </tr> <tr> <td><input type="checkbox"/> Uniform</td> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Mobile WIFI</td> </tr> </table>		<input checked="" 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
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<p><b>Required Period of Notice under the Award</b></p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> None = Casual Employee or Other</td> <td rowspan="5" style="vertical-align: top;"> <b>NOTICE:</b> 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.                 </td> </tr> <tr> <td><input type="checkbox"/> 1 week = (Less than 1 year)</td> </tr> <tr> <td><input type="checkbox"/> 2 weeks = (Between 1-3 years)</td> </tr> <tr> <td><input type="checkbox"/> 3 weeks = (Between 3-5 years)</td> </tr> <tr> <td><input type="checkbox"/> 4 weeks = (More than 5 years)</td> </tr> </table>		<input checked="" type="checkbox"/> None = Casual Employee or Other	<b>NOTICE:</b> 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.	<input type="checkbox"/> 1 week = (Less than 1 year)	<input type="checkbox"/> 2 weeks = (Between 1-3 years)	<input type="checkbox"/> 3 weeks = (Between 3-5 years)	<input type="checkbox"/> 4 weeks = (More than 5 years)									
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<p><b>Based on the Required Period of Notice above, I recommend:</b></p> <p><input checked="" type="checkbox"/> <b>Resignation only:</b> Pay all outstanding entitlements and wages to the Employee</p> <p><input type="checkbox"/> <b>Termination only:</b> Pay all outstanding entitlements including payment in lieu of notice (Refer to the notice period above)</p> <p><input type="checkbox"/> <b>Mutual Agreement:</b> Pay all outstanding entitlements but <b>NO</b> pay in lieu. Only pay for all hours the employee worked in the notice period</p> <p><input type="checkbox"/> Pay all outstanding entitlements and wages however withhold the following amount from the employees final pay for failure to work out required notice:</p> <p style="margin-left: 40px;">_____ days from final pay OR, _____ hours from final pay</p>																
<p><b>IMPORTANT NOTE:</b> 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 <a href="mailto:hr@aag.com.au">hr@aag.com.au</a> <b>within 24 business hours</b>. 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.</p>																
<p>Manager Name (Print) <u>COURTNEY MERRIES</u></p> <p>Managers Signature </p> <p>Date of Signing <u>2 - 4 - 2019</u></p>																