

## **1. NOTICE PERIOD POLICY**

**REF NO:HR/CIR/17/NOV/ 2016**

A notice period is the amount of notice an employee has to give their employer before resigning. It's also the amount of notice an employer needs to give an employee before the termination of their contract.

### **Elite Notice Period**

|   |                |
|---|----------------|
| <b>SM 1 and Above (Sr. Manager and Above)</b> | <b>90 Days</b> |
| <b>F1 to M2 (Assistants to Manager)</b>       | <b>45 Days</b> |
| <b>F (General category)</b>                   | <b>30 Days</b> |