



## Periods of Notice

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Please contact [HR@pkc.gov.uk](mailto:HR@pkc.gov.uk) to make a request.

### Introduction

The Council's Periods of Notice arrangement has been devised to ensure that lawful, fair and effective arrangements exist. This arrangement summarises the periods of notice concluding contractual relationships with employees.

### Application

Perth and Kinross Council aim to deliver fair work that offers all our employees an effective voice, opportunities, security, fulfilment and respect and that balances the rights and responsibilities of employers and workers.

This arrangement applies to all employees with exception to Teachers. Teachers should refer to the [SNCT Handbook of Conditions of Service](#) for full details on periods of notice.

### Principles and Procedure

A period of notice is applied when employment is ended by an employee e.g. by resigning or retiring. It may also be ended by the employer, Perth and Kinross Council, on the grounds of conduct, capability, redundancy, statutory bar (e.g. an employee losing their entitlement to live in the UK), or "some other substantial reason."

The table below summarises the notice periods based on employee grade and length of service.

Employee Group	Length of Continuous Service	From the Council	From the Employee
Single Status GE, TAS & up to PR 8 grades	1 month or more but less than 4 years.	Not less than 4 weeks.	The equivalent of the ordinary period from one pay period to the next.
	4 years or more but less than 12 years.	Not less than 1 week for each year of continuous service	
	12 years or more.	Not less than 12 weeks.	
Single Status at PR 9 & above	Less than 8 years	Not less than 8 weeks.	Not less than 8 weeks.
	More than 8 years but less than 12 years	Not less than 1 week for each continuous service	
	12 years or more	Not less than 12 weeks.	
Craft	1 month or more but less than 2 years.	Not less than 1 week.	The equivalent of the ordinary period from one pay period to the next.
	2 years or more but less than 12 years.	Not less than 1 week for each year of continuous service	
	12 years or more.	Not less than 12 weeks.	
Chief Officers	Any length of service.	Not less than 3 months.	Not less than 3 months.

For periods of notice, **continuous service is all unbroken service** with any Local Authority employer listed in the [Redundancy Payments \(Continuity of Employment in Local Government etc\) Modifications Order 1999](#).

No notice will be given to any employee dismissed on the grounds of gross misconduct.

Perth & Kinross Council may decide to waive the requirement for you to work the whole, or part, of the notice period. In this situation, you would be advised accordingly and would receive payment in lieu as compensation for, and equivalent to, any basic pay and contractual payments, ie night working, shift working, standby which would have been earned during that part of the period of notice outstanding.

For further information regarding Annual Leave entitlement on leaving the council, please refer to refer to [Annual Leave and Public Holidays](#).