

# Lay-off Policy

## 1. Scope

- 1.1. We recognize that large-scale layoffs, both temporary and permanent, affect morale and job satisfaction. For this reason, we see layoffs as a last resort during hard times.
- 1.2. This policy applies to all our permanent full-time or part-time employees.

## 2. Why lay-offs may occur

- 2.1. We may decide to lay-off employees to:
  - 2.1.1. Cut costs.
  - 2.1.2. Increase efficiency.
  - 2.1.3. Restructure our organization.
- 2.2. This list is not exhaustive. We may have to take part in temporary layoffs for other reasons too. Examples are:
  - 2.2.1. Employees' job duties are reduced.
  - 2.2.2. The room employees work in needs to be restructured, moved or closed.

## 3. Temporary Lay-off Elements

- 3.1. We will give our employees a written one-month notice, or as much as is specified by law, before the effective temporary lay-off date. If we are unable to give notice before the employee has to stop working, we will pay our employee in lieu of the notice period.
- 3.2. Temporary layoffs may last from days to several months. We may set a temporary layoff period (if it's not set by law), during which we may recall laid off employees to resume working for us. During that period, employees may continue to receive pay and benefits dictated by law (e.g. unemployment benefits).
- 3.3. This period may be extended due to unforeseen circumstances. We are obliged to give notice of extension in this case.
  - 3.3.1. If we recall a laid-off employee within that period, there are two possibilities:
  - 3.3.2. The employee returns to work for us in the same or similar position.
  - 3.3.3. The employee does not wish to return and officially or unofficially resigns.
  - 3.3.4. In any case, employees should formally accept or refuse to return to work within five days after they receive a recall request. If an employee finds another permanent job during the recall period, they must notify the manager within three days of a recall request. In this case, they lose the right to be recalled.
- 3.4. If we don't recall a laid-off employee within that period, we will inform them with an official letter within two days that we are permanently

terminating them. We will pay them what the law requires (e.g. severance pay) from the first day of termination.

- 3.5. The first day of an employee's termination is the first day of their lay-off, unless applicable law dictates otherwise.

#### 4. Selecting Employees for Temporary lay-offs

- 4.1. When collective temporary lay-offs are necessary, we will select employees according to the following criteria:
  - 4.1.1. Length of service
  - 4.1.2. Levels of performance
  - 4.1.3. Workload
- 4.2. We will not discriminate against protected characteristics. The manager is responsible for ensuring that temporary lay-offs will not have an adverse impact on protected groups.
- 4.3. Rooms may need to close if they are not profitable or critical to the business.
- 4.4. The manager may initiate a temporary lay-off process and is responsible for ensuring legality and efficiency.

#### 5. Employee Rehire After a Temporary Lay-off

- 5.1. During the temporary layoff period, if a vacancy arises in the Company employees may indicate their willingness to fill the vacancy. In the case of the laid-off employee being rehired, their temporary layoff period will end, and they won't be eligible for severance pay from their first day in a new role.
- 5.2. If employees receive severance pay for a certain period, they must not work for our company during that period. If we rehire them in a different before the severance period ends, they have to return the remaining portion of their severance payment. Employees may make arrangements for repaying that balance with the manager.
- 5.3. Employees returning to the company will not be eligible for unemployment benefits

#### 6. Grievances

- 6.1. If employees have any questions, they can contact the manager.
- 6.2. If there are disagreements or complaints, we advise our employees to follow our grievance procedure.

#### 7. Procedure

- 7.1. This general procedure should be followed:
- 7.2. The manager identifies the need for reducing staff.
- 7.3. The manager selects the positions, rooms that should close.
- 7.4. The manager consults with Federation of Small Businesses (FSB) or ACAS to ensure legality of the process.
- 7.5. The manager notifies employees selected for temporary lay-off through an official letter explaining the reasons for laying off employees and whether they should expect to be recalled.
- 7.6. The manager is responsible for discussing the temporary lay-off terms with affected employees and addressing any outstanding payments and documentation.

This policy has been adopted by Beacon Lane Day Nursery