

Title: Notice periods

Number: D8

Date: Updated January '11

The minimum period of notice to terminate employment by a non-promoted or chartered teacher, or by an educational psychologist, shall be four weeks, and by all other teachers, including principal teachers, head teachers, senior education officers, and senior educational psychologists shall be eight weeks.

The definition of weeks does not differentiate between working weeks and weeks including annual leave or holiday entitlement.

The authority may agree to shorten the period of notice on request, but there is no obligation on the authority to do so.

Teachers may give a longer period of notice than the minimum.

Teachers who are intending to retire should note that SPPA normally requires three months notice to make arrangements for the paying of a pension.