Dear

**Periods of Notice – contractual arrangements**

I am writing to inform you that with effect from 1 January 2017 the Scottish Negotiating Committee for Teachers (SNCT) has agreed that periods of notice across councils should be determined at national rather than local level. The SNCT have decided to make changes to notice periods both in respect of notice to terminate employment by the employee and notice to terminate employment by the authority.

The revised notice periods that apply to the various groups of SNCT employees are as follows:-

**Notice to terminate employment by the employee**

The minimum period of notice to terminate employment to be given by a teacher on the main grade scale, a teacher on the Chartered Teacher spine, Music Instructor or an Education Support Officer, Quality Improvement Officer or Educational Psychologist shall be 4 working weeks.

The minimum period of notice to terminate employment to be given by a Head, Depute Head and Principal Teacher, Faculty Head, Quality Improvement Manager, Principal, Depute Principal and Senior Educational Psychologist shall be 8 weeks, which include 4 working weeks.

**Notice to terminate employment by the authority**

The minimum period of notice to terminate employment to be given by the authority to a teacher on the main grade scale, a teacher on the Chartered Teacher spine, Music Instructor or an Education Support Officer, Quality Improvement Officer or Educational Psychologist shall be:

* 4 working weeks, where service is less than 4 years
* 1 week for each year of continuous service, where total service is at least 4 but less than 12 years, and
* 12 weeks, where service is 12 years or more.

The minimum period of notice to terminate employment to be given by the authority to a Head, Depute Head and Principal Teacher, Faculty Head, Quality Improvement Manager and Principal, Depute Principal and Senior Educational Psychologist shall be:

* 8 weeks, where service is up to 8 years, including 4 working weeks
* 1 week for each year of continuous service, where service is at least 8 but less than 12 years, and
* 12 weeks, where service is 12 years or more

The above change to your contractual arrangements took effect from **1 January 2017**.

Please note that these arrangements shall not prevent an authority or an employee giving or agreeing to give a longer period of notice than the minimum.

The above changes are also shown on the SNCT website www.snct.org.uk

Yours sincerely