

## Termination of Employment

Either the employer or employee can terminate employment. Notification of termination is to be given by or to the immediate supervisor.

With the exception of clerical staff, non-contracted school employees resigning from the diocese are requested to give their principal a minimum of thirty (30) days written notice. Clerical staff is requested to give fifteen (15) days written notice. Employees may not be eligible for rehire if appropriate notification is not given.

Contracted school employees should refer to their individual contracts regarding termination of employment.

Employees may request a hearing on disciplinary actions as outlined in the Diocese's procedures regarding Resolution of Grievances. ([Appendix E](#))

Prior to terminating an employee, supervisors are required to consult with the Diocesan attorney.