

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

PERSONNEL POLICIES & PROCEDURES

NOTICE PERIODS

Effective From: February 2006

Review Date: February 2009

<u>BAND</u>	<u>AMOUNT OF NOTICE TRUST REQUIRES (WEEKS)</u>
1 (Weekly Paid) (Monthly Paid)	2 4
2 (Weekly Paid) (Monthly Paid)	2 4
3	4
4	4
5	4
6	8
7	8
8	12
9	12

- The above periods apply to all newly appointed staff.
- Existing staff will retain the period of notice stated in their current contract of employment, though should a member of staff move to a different band, for example by applying for another job, or following regrading, the above notice periods shall apply.

There will be no change in the period of notice where the change in band is as a result of organisational change under the Trust's Organisational Change policy.