

CRAFT Contract Cessation Management Help Guide

Purpose: The purpose of this document is to provide assistance to School Contacts to complete a termination request when completing the Fixed Term Contract Review task using CRAFT.

This document summarises the notice period and severance requirements as outlined in the [Enterprise Agreement](#) 2014-2017. It is a supplementary document to the CRAFT User Training Guide.

STAFF ENTITLEMENT & DEFINITION	PERIOD OF CONTINUOUS SERVICE	ENTITLEMENT	CRAFT	QUESTIONS (PRESENTED ON THE SYSTEM)	CLARIFICATION	OUTCOME
Severance Pay	Service 2years	4 weeks	Within the Request for Termination, the School Contact and/or Supervisor will be prompted to answer questions to enable the determination of severance eligibility and the next steps required.		Consider whether the staff member is likely to be offered another contact, either in the same or another area of the University (e.g., has the staff member indicated that they might be offered appointment in another School) within 8 weeks of the end of their current contract.	If there is a likelihood of a further appointment within 8 weeks from the expiry of the current contract (i.e., Yes answer), the payment of their severance, if applicable,