

Creating a Redundancy Plan

How many people will be affected?

20 or less	21 to 100	More than 100
Fewer set rules	Collective Redundancy	Collective Redundancy
Process must still be followed	Notify the Redundancy Payment Scheme	Notify the Redundancy Payment Scheme
	Elect Representatives	Elect Representatives
	Include Trade Union Reps	Include Trade Union Reps
Begin consultation within a reasonable time frame	Begin consultation 30 days before the 1st redundancy	Begin consultation 45 days before the 1st redundancy

Meet individually and invite questions and suggestions



Apply fair selection criteria to decide which jobs will be lost



Meet with individuals and confirm in writing the details of their redundancy



Optional: offer an appeal process



Pay the employee on their final pay date

