Statutory Notice Pay Calculation Spreadsheet

Payroll Department Template for Termination Processing

EMPLOYEE & EMPLOYMENT DETAILS

Employee Name

Employee ID

Department / Cost Center

Start Date of Employment

Termination Date (Last Day of Service)

Date Notice Was Given

NOTICE ENTITLEMENT DETERMINATION

Completed Years of Continuous Service

Statutory Notice Entitlement (Weeks)

Contractual Notice Entitlement (Weeks/Days)

Notice Period to be Paid (Weeks/Days)

* Statutory Notice Minimums: Under 1 month service: Nil. 1 month to 2 years: 1 week. 2 years to 12 years: 1 week for each complete year. 12 years or more: 12 weeks.

NOTICE PAY CALCULATION

Calculation Component	Rate / Basis	Amount ($/£)
Normal Weekly Gross Pay (Average of previous 12 weeks if variable)		
Number of Weeks Notice to Pay		
Additional Accrued Untaken Holiday (during notice period)		
Total Gross Notice Pay		
Less: Income Tax / PAYE Deduction		
Less: Social Security / National Insurance Deduction		
Less: Other Deductions (e.g., Pension, Loans)		
Net Notice Pay Payable		

AUTHORIZATIONS

Prepared By (Payroll Clerk Signature / Date)

Approved By (Payroll Manager Signature / Date)