



VOLUNTARY CESSATION

ARTICLE 21 COLLECTIVE AGREEMENT

Voluntary termination is a right of the working person. It can also be called resignation. This person decides to leave the company without a need of a justified reason.

The terminated worker waives the right to unemployment allowance but has the right to receive the salary while he/she continues working for the company and to collect the final payment that corresponds to him/her.

It is regulated in articles 25 and 49 of the Workers' statute (ET).

The employee who wishes to leave the company voluntarily is obliged to notify the employer in writing, complying with the following notice periods:

- Teaching staff, technicians, head of administration, head of section, coordinator and head of general services section: **1 month**.
- The rest of staff: **15 days**.
- For staff who have a government and/or management position, it is necessary to add to the established in the previous paragraphs: **1 additional month**.

Failure by the employee to comply with the terms of this notice, entitles the company to deduct from the settlement, the amount of one day's salary for each day of delay in the notice.

If the company receives the notice in the appropriate time and form, it must pay the worker the corresponding liquidation at the end of the employment relationship. Failure to comply with this obligation, gives the employee, the right to be compensated with the amount of one day's salary for each day of delay in payment of the settlement, with the limit of the number of days of notice.