



(A) NOTIFICATION OF REDUNDANCY

See overleaf for instructions on how to complete this form and for terms and conditions
N.B. You may submit your claim on-line at the following web address: <http://www.entemp.ie>.
On-line claims are processed quicker as they are automatically validated and recorded on our system.

Claim No:
(office use only)

Employer PAYE No.: *	Employee PPS No.: *
Employer Registered Name: *	Employee Surname: *
Trading Name: (if different from above)	Employee First Name: *
Registered Address: *	Address: *
County: * Post Code:	County: * Post Code:
Contact Name: *	Contact Telephone No.: *
Contact Telephone No.: *	Date of Birth: *
E-mail address:	Gender: * <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Notice of Termination: *	Administrator Details (if applicable)
Proposed Date of Termination: *	Administrator PAYE No.:
Payee Address: * (if different from above)	Company Name:
County: * Post Code:	Address:
Employer Signature: *	County: Post Code:
Role of Signee: *	Contact Name:
	Contact Telephone No.:
	E-mail Address:

(B) CLAIM FOR REDUNDANCY PAYMENT FROM THE SOCIAL INSURANCE FUND

EMPLOYER REBATE CLAIM Please choose EMPLOYEE LUMP SUM CLAIM

Employment Address: (if different from above)	Date of Commencement of Employment: *
	Date of Termination of Employment: *
County: Post Code:	Is Employee a Director/Secretary/Shareholder of this Company? * <input type="checkbox"/> Yes <input type="checkbox"/> No
Business Sector: *	Job Title: *
Weekly Hours: * PRSI Class: *	Reason for Redundancy: *
Gross Weekly Wage: *	Reason for Non-Payment (if appropriate):

See following page for Breaks in Service (if any)

Redundancy Payment Details

No. of Years Service: *	No. of Weeks Due: *	Statutory Entitlement: * €	Rebate Amount due to Employer: * €
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Rebate Claim Declaration

OR

Lump Sum Claim Declaration

EMPLOYER / EMPLOYER REPRESENTATIVE: *

I hereby declare the above employee was dismissed by reason of redundancy, and request payment of 60% of the statutory amount paid to the employee.

Signed: **Date:**

Role of Signee:

EMPLOYEE: *

I hereby certify that I have received payment of € from my employer. (Blue ink only)

Signed: **Date:**

ADMINISTRATOR / EMPLOYER:

I hereby certify that the above employer has not paid the full statutory redundancy entitlement to the above employee, and payment should now be made to them from the Social Insurance Fund.

Signed: **Date:**

Role of Signee:

EMPLOYEE:

I hereby certify that I have not received payment as outlined above from my employer. (Blue ink only)

Signed: **Date:**



Guide to Completing the Redundancy Form

Fields marked with * are mandatory fields and must be completed before submitting to the Department.

When do I complete Part A?	When you wish to notify an employee of your intention to terminate their employment for reasons as stated in the Redundancy Payments Acts.
When do I complete Part B?	When the employee is leaving and receiving their lump sum payment from you.
Why should I apply on-line?	Online applications are a speedier method of applying for Rebate or Lump sum payments and are processed faster.
IMPORTANT NOTE: To establish a right to a Redundancy Payment, it may be necessary to refer to information from the Revenue Commissioners or other Government Departments. By signing this form, consent is given to the disclosure of such information for Redundancy purposes only. By signing, it is also certified that no other claim has been made in respect of the said employment details and that the claim is <u>not</u> awaiting a Decision from the Employment Appeals Tribunal.	

OPERATION OF THE REDUNDANCY SCHEME & ENTITLEMENTS

What is Statutory Redundancy?	Statutory Redundancy is the minimum Lump Sum payment which an employer is obliged by law to pay all eligible redundant employees under the Redundancy Payments Acts 1967 to 2007.
What are the allowable Reasons for Redundancy?	Closure or relocation of Business, Re-organisation/Rationalisation, Liquidation, Receivership, Bankruptcy, Death of Employer, Insolvency, End of Contract, Sale of Business. See our website at http://www.entemp.ie for complete list of reasons.
Who is eligible for Statutory Redundancy?	A genuine redundancy situation must exist. All employees must be aged over 16 with more than two years (104 weeks) continuous service. All employees must be in fully insurable employment.
What Notification is required?	A minimum of two weeks notice is required. For service of between 2 & 5 years – 2 weeks notice, 5 & 10 years – 4 weeks notice, 10 & 15 years – 6 weeks notice, over 15 years – 8 weeks notice.
How are Statutory Redundancy Entitlements calculated?	Two weeks pay for every year of service, together with a bonus week. Weekly pay is subject to a ceiling which is €600. The on-line redundancy calculator can be found at: http://www.entemp.ie
Who can claim a Rebate?	Any employer who pays the correct Statutory Redundancy Lump Sum Entitlement to an eligible employee.
What steps are required to claim a Rebate?	The composite redundancy form RP50 must be fully completed, signed by the Employer and Employee, and submitted. It should cover Notice of Redundancy, Confirmation of Receipt of Redundancy and Application for Employers Rebate and be submitted within 6 months of the employee receiving their Lump Sum. Rebate Claims can be submitted on-line at http://www.entemp.ie and a signed hard copy submitted to Redundancy Payments Section at address below.
Who can claim a Lump Sum?	All eligible employees as above, where the employer fails to pay.
What steps are required to claim a Lump Sum?	The composite Redundancy Form RP50 must be completed, signed by the Employer, Employee, and where appropriate, the Administrator and submitted within one year of the Redundancy. If the Employer fails to pay, a case may be taken to the Employment Appeals Tribunal to establish entitlement to Statutory Redundancy. Lump Sum Claims can be submitted on-line at http://www.entemp.ie and a signed hard copy submitted to Redundancy Payments Section at address below.
What if the Employer is Insolvent?	If appointed, an administrator may apply to the Department on behalf of the Employee on-line at http://www.entemp.ie . If no appointment was made, an employee can make an application for Lump Sum payment directly to the Department by completing the Redundancy Form RP50 as above.
How do I calculate the Weekly Wage figure?	The Weekly Wage figure is calculated as the Gross Weekly Wage at date of Declaration of Redundancy (see website in relation to lay-off or short-time), together with average regular overtime, Bonuses and Benefit in Kind.
What happens if I have irregular / part-time work?	Total pay over a 26 week period, 13 weeks before the date of Declaration of Redundancy is divided by total hours worked in that period to get an average hourly rate of pay which is then multiplied by the normal weekly working hours.
What is meant by Breaks in Service?	All lay-off, absences due to long-term ordinary illness and due to occupational injury or disease. Periods of Strike, etc. All reasons apply only on the last 3 years prior to redundancy. For a full list, please see our website at http://www.entemp.ie
(When) Do I need to supply Supplementary Information?	When there is an Employment Appeals Tribunal Decision in favour of paying Statutory Redundancy.
Where can I get more information?	From Employment Rights Information Section, Department of Enterprise Trade & Employment, O'Brien Road, Carlow. 059-9178990. Lo-call 1890 808090, Redundancy Payments Section, Department of Enterprise Trade & Employment, Davitt House, Adelaide Road, Dublin 2 or our website at http://www.entemp.ie