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## **EXPLANATORY NOTE FOR EMPLOYEE WHEN APPLYING TO AN EMPLOYER FOR A LUMP SUM**

This form may be used by an employee

- A. who considers that he/she is entitled to a redundancy payment and his/her employer has not acknowledged his/her entitlement by giving him/her
- (i) Notice of proposed dismissal for Redundancy (Form RP50 Part (A))
  - (ii) Part (B) of Form RP50
  - (iii) Lump Sum Claim Declaration

If an employee has received (i) and (ii), or (ii) only but not (iii), he/she should apply in writing to his employer for payment.

- B. who considers that he/she has received an incorrect lump sum
- C. who has received a favourable decision from the Employment Appeals Tribunal on his/her redundancy appeal and who wishes to pursue the matter of payment of the lump sum, or an unpaid part of it, with his/her employer's representative.

Should a payment or a balance of payment be refused or this application be ignored by an employer, the following options are open to the employee:

If he/she has not received Part (B) of Form RP50: he/she may apply to the Employment Appeals Tribunal for a declaration of redundancy or a declaration of the facts of redundancy. Form T1 A\* should be consulted and used for this purpose.

If he/she holds a completed RP50 or alternatively has received a favourable decision from the Employment Appeals Tribunal on his/her redundancy appeal: he/she may refer the matter to the Department of Enterprise, Trade and Innovation, Davitt House, 65A Adelaide Road, Dublin 2, for further attention. Lump Sum Claim Declaration should be completed for this purpose.

### **IMPORTANT**

1. Record the date on which you apply for payment to your employer
2. Allow a reasonable time, say 14 days, for the employer to deal with the matter before proceeding further.
3. Do not use this Form for purposes other than applying to an employer for payment of a statutory Redundancy lump sum or balance of a lump sum
4. If dismissal arises in a lay-off or short-time situation consult Form RP9\* in the first instance.

### **NOTE FOR EMPLOYERS AND EMPLOYEES**

The following informational booklets in particular on the Redundancy Payments Scheme may be of interest in connection with disputes.

Guide to the Redundancy Payments Scheme.  
Explanatory Leaflet on the Employment Appeals Tribunal.

\* Available from the Department of Enterprise, Trade & Innovation.



**REDUNDANCY PAYMENTS ACTS, 1967 TO 2007**

A claim by an employee against an employer for a lump sum or part of a lump sum.

An employee who is in doubt about whether he/she has a valid claim or not can check against an informational leaflet on the qualifications – (see the footnote overleaf).

To:.....  
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(Name and Address of Employer)

I claim a lump sum payment/balance of lump sum payment\* from you in respect of my dismissal. My claim is based on the following grounds (tick whichever applies):

The grounds of my dismissal constitute redundancy but I have not received Redundancy Form RP50 nor a lump sum payment. I request these.

I have received a Redundancy Form RP50 but no lump sum payment.

The lump sum, which I received, is incorrect. Particulars of the error are:

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I have received a favourable decision from the Employment Appeals Tribunal in regards to my redundancy appeal and I now request you to pay the lump sum due to me.

PPS No:..... Signed:.....

Date:..... Address:.....

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