|  |  |  |
| --- | --- | --- |
| **Procedure Name:** Leaver Process - Employees and Managers | | |
| **Summary of Purpose:** To provide employees and managers with a step by step framework for managing the termination of a contract of employment (resignation and retirement). If an employee is retiring they must provide at least 4 months’ notice of their intention to retire, to facilitate pension arrangements. Please note that moving from one Federation to another is a resignation and not a transfer. | | |
| **Process Steps**   1. Employee writes to manager to confirm their intention to resign their post, providing and agreed leaving date with appropriate notice; 2. Employee updates their leave sheet up to the leaving date, and sends to the manager with the resignation letter; 3. Manager ensures they have a resignation letter (or email), with an agreed leaving date, and the completed leave sheet; 4. Manager completes the Termination of Employment Notification Form using information from the resignation letter and leave sheet; 5. Manager sends the completed leaver form, resignation letter and up to date annual leave sheet to Human Resources; 6. Human resources will check the leave balance, record the leaver, liaise with payroll, and write to the employee to confirm the termination of the contract. |  | Within 3 days of receipt\*  Within one week of receipt |
|  |  | |

*\* Notification must be made to HR before the closedown date of the month of termination at the very latest, to avoid the potential for overpayment.*