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| A close up of a logo  Description automatically generated | **Human Resources****Leaver’s Form for Resignations and Retirements (May 2022)** |
| This form is to be completed by the employee’s manager on receipt of written confirmation of an intention to resign/retire. You can find useful information within our process flowcharts below, including details about remaining annual leave entitlement and payment in lieu of that: * [Resignation flowchart](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Resignation_Flowchart.docx)
* [Retirement flowchart](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Retirement_Flowchart.docx)

Once you have completed this form, please send it to your HR Officer as soon as possible, along with the employee’s resignation/retirement notification. ***Both documents are required before we can update the system, recalculate their annual leave entitlement and write to confirm the termination of their employment.***Please ensure you make arrangements with your member of staff for them to return any University property, by their leaving date, e.g. keys, iPads etc. |
| **Employee Details** |
| **Name** |  |
| **School/Service** |  |
| **Job Title** |  |
| **Confirmed Leaving Date***Please note:* * *The date should be discussed and agreed with the employee*
* *This should be their last day of employment, not their last working day*
* *The leaving date can fall on a bank holiday or weekend*
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| **Leaving Details** |
| **Reason for Leaving** | [ ]  Resignation[ ]  Retirement[ ]  Moving to another School/ Service within the University |
| **Does this individual line manage staff?** | [ ]  Yes[ ]  No | If yes, please complete a [line management change form](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Line_Management_Change_Form_Mar22.docx) and return it with this paperwork. *If you are not yet able to provide this information please ensure that a line management change form is sent to* *HR@hud.ac.uk* *once those details are finalised.* |
| **Destination for HESA Purposes (please tick one in each section)** | **Section A**[ ]  N/A – remaining at the University[ ]  Working in a higher education institution[ ]  Working in another education institution[ ]  Working in a research institute (private)[ ]  Working in a research institute (public)[ ]  NHS/General medical/dental practice[ ]  Working in another public sector organisation[ ]  Working in the voluntary sector[ ]  Working in the private sector[ ]  Self-employed[ ]  Registered as a student[ ]  Retired[ ]  Not in regular employment[ ]  Not known | **Section B**[ ]  N/A – remaining at the University[ ]  England[ ]  Wales[ ]  Scotland[ ]  Northern Ireland[ ]  UK (not otherwise specified)[ ]  Other EU[ ]  Non-EU[ ]  Not known |
| **Authorisation** |
| **Manager’s Name** |  |
| **Date** |  |