|  |  |  |  |
| --- | --- | --- | --- |
| A close up of a logo  Description automatically generated | **Human Resources**    **Resignations & Leaving Employment** | | |
|  | | | |
| **Submitting a Resignation** | | | |
| Employee notifies manager in writing of their intention to resign from the University | | | |
|  | |  |  |
| **Notice Periods and Last Day of Employment** | | | |
| Manager agrees last day of employment, taking into account the employee’s notice period. The employee’s notice period is stated in their contract of employment.  Employees are required to provide notice in keeping with their contract of employment, however, in agreement with their manager a shorter/longer notice period may be agreed,  if operationally viable. | | | |
|  | |  |  |
| **Leaver Form and Notifying HR** | | | |
| Manager completes the [Leaver Form](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Leavers_Form.docx) and sends this, along with a copy of the employee’s resignation letter to their HR Officer | | | |
|  | |  |  |
| **Remaining Annual Leave Entitlement** | | | |
| On receipt of the resignation and leaver form HR will write to the employee, notify payroll and recalculate their leave entitlement.  *Annual leave must be taken during the notice period unless it is not operationally viable to do so. In these exceptional instances, employees may receive payment in lieu of outstanding leave.*  Payroll will contact the manager in final month to confirm the outstanding annual  leave balance (if any).  *If there is remaining annual leave to be paid, the manager will need to confirm approval to Payroll (Email:* [*Payroll@hud.ac.uk*](mailto:Payroll@hud.ac.uk)*). If the employee has taken more leave than they are entitled to, Payroll will make an adjustment to their final salary.* | | | |
|  | |  |  |
| **Resignation Questionnaire and Exit Interviews** | | | |
| A resignation questionnaire will be sent to the employee. This will give the employee an option to request an exit interview with a HR Manager, which we would encourage. | | | |
|  | |  |  |
| **Pensions** | | | |
| **Universities Superannuation Scheme and Teachers’ Pension Scheme Members**  Find details about preserving or transferring pension benefits on the relevant scheme website:  [Universities Superannuation Scheme (USS)](https://www.uss.co.uk/members/members-home/leaving-the-scheme)  [Teachers' Pension Scheme (TPS)](https://www.teacherspensions.co.uk/members/forms/joining-or-leaving-the-scheme.aspx)  **West Yorkshire Pension Fund**  The WYPF will contact employees directly to confirm their options | | | |
|  | |  |  |
| **P45** | | | |
| Employees will need to [update their preferences](https://myhr.hud.ac.uk/) within MyHR to receive their P45 via email when they leave employment. | | | |
|  | |  |  |
| **IT Access and Accounts** | | | |
| IT access will end following the employee’s last day of service. Actions which should be taken with regards to IT matters are described in more detail on the [Computing Services Website](http://hud.ac/gd5). | | | |
|  | |  |  |
| **University Property** | | | |
| Employees are asked to liaise with their manager to return University property including car parking permits, campus cards, keys, computing equipment, iPads etc. | | | |
|  | |  |  |
| **Forward Planning** | | | |
| If managers need to replace the vacancy they can submit a request through the online monitoring system, via their School/Service contact.  They can discuss other options and next steps with their HR Officer or HR Manager. | | | |