



University of
St Andrews

Leaving the university

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Purpose	This document provides employees with guidance on leaving the University.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	17/06/2019
1.1	Minor change to Appendix A	Published	Lisa Stewart Human Resources	31/10/2019

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1. Resignation

1.1 Resignation procedure for the employee

1.1.1 You must send a formal letter of resignation to your Head of School/Unit tendering your resignation providing sufficient notice and stating your last day of employment. You should also send a copy to [Human Resources](#) (HR). HR will acknowledge receipt of your resignation and provide a [leaver notification form - resignation](#) for completion. **A word version of this form can be found on the [HR policy page](#) or via the following [link](#).**

1.1.2 Before writing your resignation letter you should discuss it with your Head of School/Unit first to agree an appropriate leave date particularly if this is out with your standard notice period.

1.2 Notice periods

1.2.1 The amount of notice required depends on your contract grade.

Grade	Notice
1 to 6	1 months' notice
7 to 9	3 months' notice

1.2.2 Legally you are required to provide notice in keeping with your contract of employment however, dependent on your position/area of work, you and your manager may be able to agree a shorter/longer notice period if operationally viable.

1.3 Annual leave

1.3.1 Any outstanding annual leave should be used during your notice period in fitting with service needs. Only in exceptional circumstances will payment in lieu of annual leave be made.

1.3.2 You should discuss your outstanding annual leave with your manager and agree how it will be used. If it is not viable for you to take outstanding annual leave during your notice period, your manager must notify Human Resources of this via the [leaver notification form - resignation](#) confirming that payment should be made for untaken leave.

1.3.3 To work out how much annual leave you have accrued to date please refer to [Appendix C: Annual leave information](#).

1.3.4 Further information on annual leave can be accessed in the [Annual leave policy](#).

1.4 Pension contributions

1.4.1 USS pension scheme

1.4.1.1 If you are moving to another USS Institution please inform the [Pensions Administrator](#) at least one month prior to leaving. This will enable the University to inform USS you have moved institutions so that funds can be transferred rather than the University informing USS you have left the Pension Scheme.

1.4.1.2 If you are leaving the Scheme, you have 2 options:

- Leave your benefits in USS until you reach retirement age, then receive a pension and lump sum, or

- Investigate transferring your accrued benefits to another Scheme.

1.4.2 S&LAS Scheme

1.4.2.1 If you have contributed to the Scheme for less than 2 years, you have the following options:

- Receive a refund of contributions (employees only), less tax and NI, or
- Transfer your accrued benefits to another Scheme.

1.4.2.2 If you have contributed to the Scheme for more than 2 years, you have the following options:

- Leave your benefits in the Scheme as deferred, and receive a pension and lump sum when you reach retirement age, or
- Transfer your accrued benefits to another Scheme.

1.4.2.3 Once leaving papers have been sent to the Scheme Administrators and your record has been reconciled, the Scheme will write to you at the last address provided detailing your full options.

1.5 University property

1.5.1 It is your responsibility to record all University property in your possession on the [leaver notification form - resignation](#) and return all equipment to your line manager on your last day of employment e.g. laptop, phone, etc. You must also return your staff parking permit and your staff badge.

1.6 Final pay and P45

1.6.1 You will receive your salary on the 2nd last working day of the month that you leave.

1.6.2 You can access your final pay slip via your [self-service account](#) this will remain active until your termination date.

1.6.3 Your P45 will be posted to your last notified home address after that date.

1.6.4 Please update your address prior to leaving to ensure all documents are sent to the correct address. Once you reach your leaving date, you will not have access to Self Service so please ensure you print all your payslips/P60s prior to leaving. If you require additional copies once you have left, please contact the [Salaries team](#) or via telephone on 01334 462560.

1.7 E-mail account

1.7.1 Your e-mail account will close at 10pm on your last working day. If you use your e-mail account for personal matters, please ensure you have made alternative arrangements.

1.8 Resignation procedure for the line manager

1.8.1 Once an employee has notified you of their intention to resign, you must:

- Meet with the employee and agree the termination arrangements e.g. last day of working, any variation to the notice period (if applicable).
- Sign the employee's completed [leaver notification form - resignation](#) and forward it to Human Resources either by mail or [electronically](#).

- Ensure all University property is returned and that you have disabled access to any relevant systems effective from the termination date.

2. Retirement

2.1 Retirement procedure for the employee

2.1.1 You should speak with the [Pensions administrator](#) to ensure you are eligible to retire and to explore the relevant details. Once you have decided to retire, you must inform your Head of School/Unit and agree a date, providing the appropriate notice. The more notice you provide the better as it will ensure the relevant Pension Scheme has your paperwork actioned and your benefits set up for your retirement date.

2.1.2 Once the Pensions Administrator has been informed of your retirement, notification will be sent to the relevant Scheme Administrator, who will then action your request and issue your retirement options for your consideration. Once you have completed the appropriate paperwork, you should return this to either the Pensions Administrator or directly to the Pension Scheme. This should be done in advance of your retirement date.

2.1.3 Your lump sum will be paid within a few days of your retirement date (as long as the Scheme has received your paperwork in advance of your retirement date). Your Pension will be paid out at the end of the first month.

3. End of fixed term contract

3.1 End of fixed term contract procedure for the employee

3.1.1 Human Resources will write to you and your manager normally within 5 months of your termination date. During this time your manager should meet with you and provide you with an update as to whether an extension is possible or if your contract will end as anticipated.

3.1.2 If you have been employed with us for over 12 months and want to be considered for redeployment you should send an email to [hr-redundancy](#) and ask for a redeployment form.

3.1.3 Your line manager will inform Human Resources if your post is to end. Human Resources will then action all necessary paperwork. You do not need to formally resign from your employment as it will naturally end on your termination date.

3.2 University property

3.2.1 It is your responsibility to return all University property in your possession to your line manager on your last day of employment e.g. laptop, phone, etc. You must also return your staff parking permit and your staff badge.

3.3 Redundancy pay entitlement

3.3.1 If you have had over 2 years' service and have not been offered an extension or suitable alternative employment, you will be entitled to a redundancy payment. You do not need to do anything to claim this as it will automatically be processed by the Salaries Office if you are eligible.

3.4 Annual leave

3.4.1 All annual leave should be taken during the duration of your contract.

3.5 End of fixed term contract procedure for the line manager

3.5.1 You must meet with the employee to discuss the termination date, other funding or any other options available. You will also be expected to complete the [leaver notification form – end of FTC](#). **A word version of this form can be found on the [HR policy page](#) or via the following [link](#).**

3.5.2 Keep them updated if the situation changes or keep them informed that the post will end on the date anticipated.

3.5.3 You must follow the instructions issued in the e-mail from Human Resources to ensure all relevant processes are adhered to.

3.5.4 If you are aware that a contract is coming to an end within 4 - 5 months and you have not received any documentation, please contact the [Human Resources](#) team.

4. Exit questionnaire / Interview

4.1 Each employee when leaving the University will be asked to complete an [Exit Questionnaire](#) which will be used to assist us to enhance our services and acknowledge best practice. A link to this will be forwarded to you when your resignation is acknowledged by Human Resources (paper copies are available on request). You will also be offered the opportunity to arrange to have an exit interview with an HR Business Partner.

5. Corporate memory

5.1 When an employee leaves the University, they often take with them valuable knowledge which may be of use to the institution in the future either from a historical or purely operational perspective. We would therefore ask employees to consider carefully whether documentation should be deleted, retained or passed to the appropriate person whether that be in the School or University overall.

5.2 Accordingly, if you come across material such as old files or emails in the course of tidying out your office which may be of corporate interest in preserving the memory of the institution, please contact [Deputy Head of Special Collections](#) who can advise.

5.3 We can also offer employees leaving the opportunity to make an oral recording reflecting on their time at the University. Such a recording would be retained for the institutional archive.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	17/06/2019
1.1	Minor change to Appendix A	Published	Lisa Stewart Human Resources	31/10/2019

Appendix A: Leaver Notification Form – Resignation

Please note: A word version of this form can be found on the [HR policy page](#) or via the following [link](#).

As soon as details of a resignation are known, the Head of School/Unit should arrange for the following steps to be taken:

1. Line manager to complete Resignation Notification Form in conjunction with employee and return to the [Support & Advice team](#) within Human Resources;
2. Forward the resignation letter with the form if employee has not already submitted this to HR.

To be completed by the employee	
First Name	
Surname	
School/Unit	
Job Title	
Employee Number	
Username (University email address)	
Formal date of leaving the University (i.e. date to be paid up to)	

Annual Leave	
It is expected that the departing employee takes all outstanding annual leave before the agreed leaving date. Only in exceptional circumstances will annual leave be paid. Many contracts specifically state that all annual leave must be used throughout the duration of the contract. If the employee has taken more annual leave than their entitlement, this will be deducted from their final salary payment. Please contact the School/Unit's HR Business Partner if there is uncertainty regarding leave entitlement.	
Please select to agree that you understand the below statement regarding annual leave.	<input type="checkbox"/>

Please note, depending on your terms and conditions, the Salaries Office will contact you in due course in connection with any accrued annual leave you may have.

Please confirm address details:		Please indicate which address we should use to forward your P45
Present home address		<input type="checkbox"/>
Forwarding address <u>if different</u> from above		<input type="checkbox"/>
Contact telephone number		
Forwarding email address		

Leaver's Checklist

Items to be returned to the manager on the last day of employment (select appropriate items)	
Staff card	<input type="checkbox"/>
Parking permit	<input type="checkbox"/>
Mobile phone/other hand-held device	<input type="checkbox"/>

University credit card	<input type="checkbox"/>
Uniform	<input type="checkbox"/>
Keys	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

The University has a statutory obligation to submit information to the Higher Education Statistics Agency (HESA). Please complete the information below so it is included in the annual return.

Employment destination (please select one box)					
01	Working in a higher education institution	<input type="checkbox"/>	02	Working in another education institution	<input type="checkbox"/>
03	Working in a research institution (private)	<input type="checkbox"/>	04	Working in a research institution (public)	<input type="checkbox"/>
05	NHS/General medical/dental practice	<input type="checkbox"/>	06	Working in another public sector organisation	<input type="checkbox"/>
07	Working in the voluntary sector	<input type="checkbox"/>	08	Working in the private sector	<input type="checkbox"/>
09	Self-employed	<input type="checkbox"/>	10	Registered as a student	<input type="checkbox"/>
11	Retired	<input type="checkbox"/>	12	Not in regular employment	<input type="checkbox"/>
90	Not known	<input type="checkbox"/>			

Location after leaving (please select one box)					
01	England	<input type="checkbox"/>	02	Wales	<input type="checkbox"/>
03	Scotland	<input type="checkbox"/>	04	Northern Ireland	<input type="checkbox"/>
05	UK (not otherwise specified)	<input type="checkbox"/>	06	Other EU	<input type="checkbox"/>
07	Non-EU	<input type="checkbox"/>	08	Not known	<input type="checkbox"/>
09	Information refused	<input type="checkbox"/>			

Employee comments (if applicable)

Head of School/Unit or nominee comments (if applicable)

To be signed by employee:	
Signed:	Date:

To be signed by Head of School/Unit or nominee:	
Signed:	Date:

Appendix B: Leaver Notification Form – End of FTC

Please note: A word version of this form can be found on the [HR policy page](#) or via the following [link](#).

As soon as details of an end to a fixed term contract are known, the Head of School/Unit should arrange for the following steps to be taken:

1. Line manager to complete this leaver notification form in conjunction with employee and return to the [Support & Advice team](#) within Human Resources;

To be completed by the employee	
First Name	
Surname	
School/Unit	
Job Title	
Employee Number	
Username (University email address)	
Formal date of leaving the University (i.e. date to be paid up to)	

Please confirm address details:		Please indicate which address we should use to forward your P45
Present home address		<input type="checkbox"/>
Forwarding address <u>if different from above</u>		<input type="checkbox"/>
Contact telephone number		
Forwarding email address		

Leaver's Checklist

Items to be returned to the manager on the last day of employment (select appropriate items)	
Staff card	<input type="checkbox"/>
Parking permit	<input type="checkbox"/>
Mobile phone/other hand-held device	<input type="checkbox"/>
University credit card	<input type="checkbox"/>
Uniform	<input type="checkbox"/>
Keys	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

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03	Working in a research institution (private)	<input type="checkbox"/>	04	Working in a research institution (public)	<input type="checkbox"/>
05	NHS/General medical/dental practice	<input type="checkbox"/>	06	Working in another public sector organisation	<input type="checkbox"/>
07	Working in the voluntary sector	<input type="checkbox"/>	08	Working in the private sector	<input type="checkbox"/>
09	Self-employed	<input type="checkbox"/>	10	Registered as a student	<input type="checkbox"/>
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01	England	<input type="checkbox"/>	02	Wales	<input type="checkbox"/>
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05	UK (not otherwise specified)	<input type="checkbox"/>	06	Other EU	<input type="checkbox"/>
07	Non-EU	<input type="checkbox"/>	08	Not known	<input type="checkbox"/>
09	Information refused	<input type="checkbox"/>			

Employee comments (if applicable)

Head of School/Unit or nominee comments (if applicable)

To be signed by employee:	
Signed:	Date:

To be signed by Head of School/Unit or nominee:	
Signed:	Date:

Appendix C: Annual leave information

- The five statutory holidays are not included below. These days are fixed and cannot be carried forward. **Part time staff are entitled to the pro rata equivalent of the 5 statutory days.**
- All staff must keep days from their annual leave to cover the Christmas period when the University is closed.
- All incremental holiday increases take effect on the August following e.g. four or six years reached on 15 September, additional days not due until start of following leave year.

Grade and service	Total Holiday Due	Number of completed months											
		1	2	3	4	5	6	7	8	9	10	11	12
Grades 1 – 4 inclusive < 4 years' service	30	3	5	8	10	13	15	18	20	23	25	28	30
Grades 1 – 4 inclusive > 4 years' service but < 6 years' service	32	3	5	8	11	13	16	19	21	24	27	29	32
Grades 1 – 4 inclusive > 6 years' service	34	3	6	9	11	14	17	20	23	26	28	31	34
Grades 5 – 9 inclusive	34	3	6	9	11	14	17	20	23	26	28	31	34