



University of  
St Andrews

## Leaving the university

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1.3	Amendment to HR and Special Collection contact details only.	Published	Lisa Stewart HR	18/04/2024

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## 1. Resignation

### 1.1 Resignation procedure for the employee

1.1.1 Employees who intend to resign should discuss this with their line manager (or Head of School/Unit) in the first instance. If you decide to proceed with the resignation, you must provide formal written notice of your resignation and send, ideally via email, to your Head of School/Unit, line manager, and [HR Support & Advice](#).

1.1.2 Once HR are notified of the resignation, HR Support & Advice will email you to confirm acknowledgement and acceptance of the resignation. This email contains useful information regarding your resignation. The line manager and Head of School/Unit are copied into this email for awareness.

### 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. Outstanding annual leave should be used within your notice period, however, if it is not viable for you to take outstanding annual leave during your notice period then any accrued but untaken leave will be paid to you in your final salary. Any annual leave that you have taken but not accrued will be deducted from your final salary payment. Annual leave payments are subject to tax and national insurance.

1.3.3 There are some contracts that require the employee to take all of their accrued annual leave prior to the termination date e.g. some research funding posts. Employees must ensure that they adhere to the contract of employment as this will supersede this policy.

1.3.4 Annual leave to be taken prior to the termination date must be requested in [HR Self-Service](#) (for those with access to this system) by the HR [cut-off date](#) to ensure that HR Payroll can terminate the leaver payroll accurately.

1.3.5 Employees who do not use HR Self-Service must discuss their annual leave accrual with their line manager and the line manager must notify [HR Payroll](#) of any annual leave to be added or deducted from the employee's final salary payment by the HR [cut-off date](#).

1.3.6 Further information on annual leave can be accessed on the [Annual leave webpage](#).

## 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 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 2<sup>nd</sup> last working day of the month that you leave.

1.6.2 You can access your final payslip 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 [HR Payroll](#).

## **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).
- 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 or other funding/other options available.
- 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 [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.

## 6. Version control

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
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
1.2	Removal of the Leaver Notification Form.	Published	Lisa Stewart HR	18/04/2022
1.3	Amendment to HR and Special Collection contact details only.	Published	Lisa Stewart HR	18/04/2024