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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* | | | |  | |
| **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*](mailto: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** |  | | | | |