

LEAVERS' PROCEDURE

1. INTRODUCTION

This procedure relates to those members of staff who are leaving the University's employment ("leavers"). There are many reasons for a member of staff leaving the University and these may include, but are not restricted to, resignation, retirement, dismissal, and end of fixed-term contracts.

1.1 Purpose

1.1.1 With this procedure the University aims to:

- a) Give leavers the opportunity to provide feedback on their experience of working at Keele and enable the University to explore/ address any issues raised, including any Equality, Diversity, and Inclusion issues;
- b) Recognise the loyalty of longer serving, retiring staff;
- c) Clarify the administrative process to be followed when a member of staff is leaving the University's employment and ensure that all relevant parties are informed (e.g. Payroll, IT,).

1.2 Scope

1.2.1 This policy applies to all staff, and includes information regarding the four main categories of leavers;

- a) Resignation
- b) Retirement (including early retirement and ill-health retirement)
- c) Dismissal (as a result of misconduct, capability (sickness or performance), attendance, non-confirmation of appointment or ending of fixed-term contract)
- d) Other (voluntary severance, death in service)

1.2.2 It will be the responsibility of the member of staff's line manager, in conjunction with the relevant member of the HR team where appropriate, to notify Human Resources of the employee's employment end date, and provide any supporting documents i.e. Fixed-Term Contract Meeting Outcome Form, resignation letter etc.

2. PROCEDURE

2.1 RESIGNATION

- 2.1.1** A member of staff who wishes to resign from their post at the University must submit their resignation in writing to their line manager, ensuring they give the required contractual notice period (unless otherwise agreed with their manager). An individual's notice period is detailed in their contract of employment.
- 2.1.2** The line manager must send a copy of the employee's resignation letter, with confirmation of the employment end date, to the relevant HR Administration team. Contact details are available on the [HR Contact Us](#) page.
- 2.1.3** HR Administration will update the staff member's Keele People record which will generate notifications to Payroll. They will also write to the member of staff to confirm acceptance of their resignation. A link to the leavers' questionnaire will be included within the letter (see section 2.6 below). The reporting manager on Keele People will receive email confirmation that the leaver process has been completed.

2.2 RETIREMENT

2.2.1 Retirement

- a) Members of staff who wish to retire must give formal notification of their retirement in writing to their line manager, giving the required contractual notice period. The line manager must send a copy of the formal notification of retirement to HR as detailed in section 2.1.2.

2.2.2 Early Retirement

- a) In some specific circumstances the University may agree to early retirement. In such cases the manager must notify the relevant HR Administration Team, by email (as outlined in section 2.1.2), and advise the reason for leaving is Early Retirement.

2.2.3 Ill-Health Retirement

- a) Where medical advice confirms that a member of staff is highly unlikely to return to work in the foreseeable future and the member of staff is a member of a relevant pension scheme, the Trustees of the scheme may agree to Ill-Health Retirement. In such cases the manager must notify the relevant HR Administration Team, by email, of the member of staff's employment end date (as outlined in section 2.1.2).
- b) Note: all members of staff retiring from the University will be sent a link to a leavers' questionnaire to complete (see section 2.6 below).

2.2.4 Honorary Titles

- a) Where a member of Academic staff is retiring from the University, the staff member will be eligible to apply for the title of Fellow of the University (see Honorary Titles Procedure – available on the Human Resources website). Where a Professor is retiring from the University, the staff member will be eligible to apply for the title of Emeritus Professor (see Procedure for the Award of Titles: Honorary/Visiting Professor/Reader & Emeritus Professor - available on the Human Resources website).

2.2.5 Retirement Gifts

- a) Where a member of staff has completed 20 or more years of continuous service on retirement, they are eligible to receive a retirement gift from the University. The value of the retirement gift will be awarded on the basis of £5 for each completed year of service. To ensure the University complies with the provisions of HM Revenue and Customs (HMRC) regulations, the retirement gift cannot be paid to the member of staff directly. The member of staff is required to select a retirement gift from a retailer of their choice, and then forward the invoice to the Payroll and Pensions Office for payment or liaise with the Payroll and Pensions Office in order to purchase the gift using the University's procurement card. Further information regarding the process to follow will be provided to the member of staff in the letter confirming their leaving details.

2.3 DISMISSAL

2.3.1 Misconduct, Incapability, Attendance Management, Non-confirmation of employment during probation period

- a) Where a member of staff is dismissed from the University as a result of misconduct, incapability (sickness or performance), unacceptable absence levels, or their employment is not confirmed during their probation period, the manager will write to the member of staff in conjunction with Human Resources, to advise them of the decision to dismiss. The member of staff's line manager must notify the relevant HR Administration team, by email, of the employee's employment end date.
- b) Note: Members of staff dismissed for any of the reasons stated in 2.3.1 above will not be sent a leavers' questionnaire.

2.3.2 End of fixed-term contract

- a) Where a member of staff is employed on a fixed-term basis the member of staff and their line manager will receive notification of the imminent end date, six months prior to the proposed end date of the contract (see the University's Fixed-Term Working Policy and Procedure). Where it is not possible to extend the contract or redeploy the member of staff to an alternative position, the manager must complete a Fixed Term Contract Meeting Outcome Form and send it to the relevant HR Administration team and confirm the employee's employment end date.
- b) Note: Members of staff leaving the University as a result of their fixed-term contract ending will be sent the link to a leavers' questionnaire (see section 2.6 below).

2.4 OTHER

2.4.1 Voluntary Severance

- a) From time to time the University may offer a voluntary severance scheme. Where a member of staff leaves the University through such a scheme, the manager must notify the relevant HR Administration team, by email, of the employee's employment end date.

2.4.2 Death in Service

- a) Where a member of staff dies during their employment with the University, the line manager should notify the relevant HR Administration team and arrange for a letter offering condolences to be sent to the member of staff's next of kin. This letter is typically sent from the Vice Chancellor's office. The manager must also notify the relevant HR Administration team, by email, of the date of the employee's death so that their employment end date can be recorded.

2.5 RECOVERY OF OUTSTANDING MONIES OWED TO THE UNIVERSITY AND RECOVERY OF UNIVERSITY OWNED EQUIPMENT

2.5.1 Recovery of outstanding monies owed to the University

- a) The University reserves the right to make deductions from a member of staff's salary or from any other payment due to be made to a member of staff from the University or to request repayment where the member of staff owes monies to the University, for the recovery of:
- I. overpayments;
 - II. loans made to the staff member by the University;
 - III. excess of holiday taken over entitlement;
 - IV. excess of expenditure claimed;
 - V. excess of any other payments made to the staff member by the University;
 - VI. any monies which the staff member has requested the University (in writing) to deduct;
 - VII. any monies owed by the staff member to the University.
- b) The member of staff will be notified of any outstanding monies owed to the University and where monies owed to the University exceed any remaining payments to be made to the member of staff the University will arrange appropriate repayments to be made by the member of staff.
- c) **Holidays**
- I. Staff are expected to take their accrued holidays prior to their last day of university employment. The University also reserves the right to require staff to take any outstanding accrued holidays during any notice period. Occasionally, it may be difficult for the manager to release the member of staff during their notice period. In these circumstances, payment will be made in lieu of the outstanding holiday entitlement (at a rate of 1/260th of annual salary). Where a member of staff leaving the University has taken in excess of their pro-rata holiday entitlement for the holiday year in which they are leaving, the University will recover monies equivalent to the excess leave taken (see 2.5.1.a above).
- d) **Re-location expenses**
- I. Staff who have received relocation expenses and who leave the University's employment before completion of the stated service will be required to repay a proportionate amount of any relocation expenses. Further details can be found in the University's Relocation/Removal Expenses Policy).
- e) **Training agreement**
- I. Some members of staff may have a training agreement in place which requires them to re-pay a specified proportion of training costs to the University if they leave employment within a specified period of time.
- f) **Non-return from maternity/adoption/paternity leave/ failure to comply with the 'three month' rule**
- I. The University's Maternity Leave and Pay Policy, Adoption Leave and Pay Policy and Paternity Leave and Pay Policy state that members of staff who are eligible, and opt, to take the Occupational schemes are required to return to work for at least three months (this period will be extended on a pro-rata basis if the member of staff returns on a reduced FTE basis).

- II. Where a member of staff fails to return to work following maternity/adoption/paternity leave or fails to return for the whole of the required period, the University will require the member of staff to re-pay to the University the additional benefits of the Occupational Schemes that are over and above statutory entitlements. Staff will not be required to repay Statutory Maternity/ Adoption/Paternity Pay.
- III. In such situations the line manager must notify the relevant HR Administration team, by email, so that the member of staff's Keele People record can be updated accordingly, and any necessary arrangements made regarding the repayment of Occupational Maternity Pay/Occupational Adoption Pay.

2.5.2 Recovery of University-owned property

- a) Many members of staff will hold University-owned property (e.g. Keele card, keys, uniform, laptop, mobile phone, office equipment used for the purpose of agile working i.e. Chair) while in the University's employment. It is vital that any such property is recovered from the member of staff if they are leaving the University. It will be the line manager's responsibility to ensure that any items belonging to the University are recovered from the member of staff prior to their leaving date. Where there are any difficulties in recovering University-owned property the manager should discuss this with a member of the Human Resources team.
- b) In exceptional circumstances when staff leave, they may purchase from the University items that they have been using as part of their work. This can only be done with the written agreement of the Faculty Executive Dean or Director, or for members of UEC the written agreement of a member of the Senior Leadership Group. The purchase must be at an agreed market value, otherwise a taxable benefit will be incurred by the individual and the University which the University is obliged to report to HM Revenue and Customs.

2.6 LEAVERS QUESTIONNAIRE

- 2.6.1 The University aims to be an employer of choice and is committed to obtaining the views and opinions of its staff. The leavers' process is intended to give those staff who are leaving the University's employment an opportunity to give feedback on their experience of working at Keele. Information will be collected via a leavers' questionnaire and staff have the opportunity to request an exit interview via this form. Exit interviews will be conducted by either the member of staff's line manager, another manager in their unit, a representative from Human Resources, or an Equality, Diversity, and Inclusion representative. The member of staff will be able to select who they wish to have conduct the exit interview.
- 2.6.2 Staff who are resigning or retiring from the University or whose fixed-term contract has ended will be given the opportunity to complete a leavers' questionnaire, completion of which is entirely voluntary and can be done anonymously.
- 2.6.3 The completed questionnaires will be collated and analysed by the Human Resources Department.

3. RELATED POLICIES AND PROCEDURES

- Holiday Entitlement Guidance

- Maternity Leave and Pay Policy & Procedure
- Adoption Leave and Pay Policy & Procedure
- Relocation/Removal Expenses Policy
- Fixed-Term Working Policy and Procedure
- Probation Procedure
- Disciplinary Procedures
- Sickness Absence Policy and Procedure
- Supporting Attendance Policy – Operational Staff
- Honorary Professor & Reader Award of Titles Procedure
- Emeritus Professor Procedure

4. REVIEW, APPROVAL & PUBLICATION

- 4.1** As a general principle, this procedure will be reviewed by Human Resources, in consultation with recognised Trade Unions, after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.
- 4.2** This procedure is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment, or withdrawal.
- 4.3** This procedure will be published on the University policy zone web page and will also be accessible via the Human Resources web pages.
- 4.4** Equality issues have been taken into account during the development of this procedure and all protected characteristics have been considered as part of the Equality Analysis undertaken.

5. ANNEXES

Not applicable.

6. DOCUMENT CONTROL INFORMATION

Document Name	Leavers' Procedure
Owner	Chief People Officer, Human Resources
Version Number	1.1
Equality Analysis Form Submission Date	[Decision from Equality Analysis and form submission date]
Approval Date	19 December 2023
Approved By	Chief People Officer (minor edits)
Date of Commencement	July 2015
Date of Last Review	20 December 2023
Date for Next Review	20 December 2026
Related University Policy Documents	a) Holiday Entitlement Guidance b) Maternity Leave and Pay Policy & Procedure

	<ul style="list-style-type: none"> c) Adoption Leave and Pay Policy & Procedure d) Relocation/Removal Expenses Policy e) Fixed-Term Working Policy and Procedure f) Probation Procedure g) Disciplinary Procedures h) Sickness Absence Policy and Procedure i) Supporting Attendance Policy – Operational Staff j) Honorary Professor & Reader Award of Titles Procedure k) Emeritus Professor Procedure
<i>For Office Use – Keywords</i>	