



Keele University

# Leavers' Procedure

## Human Resources Department

Lead Director: Director of Human Resources and Student Services
Date ratified by Council:
Policy issue date: Policy Review date: July 2015
Policy to be reviewed every 2 years. Date of next review: 2016/17

## **LEAVERS' PROCEDURE**

### **1. INTRODUCTION**

- 1.1 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.
- 1.2 This document details the procedure relating to all groups of leavers.

### **2. AIMS**

- 2.1 With this procedure the University aims to:
- Give leavers the opportunity to provide feedback on their experience of working at Keele;
  - Recognise the loyalty of longer-serving, retiring staff;
  - Simplify and 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, Staffordshire Housing, Research office).

### **3. PROCEDURE**

- 3.1 There are 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)
- 3.2 Flowcharts showing the procedure to be followed in each of the scenarios can be found in Annex A. In all scenarios it will be the responsibility of the member of staff's line manager to complete the leavers' process via Keele People or Fixed-Term Contract Meeting Outcome Form, in conjunction with the link HR Manager/Advisor where necessary. The Fixed-Term Contract Meeting Outcome Form should be sent to the Human Resources Department and leavers' process completed via Keele People.

#### **3.3 Resignation**

- 3.3.1 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). See Annex B for the University's standard contractual notice periods. When processing the resignation via Keele People, the member of staff's line manager must upload a copy of the employees resignation letter into Keele People.
- 3.3.2 Completion of the leavers' process via Keele People will generate an automated notification to the HR team who will write to the member of staff to

confirm acceptance of their resignation. A leavers' questionnaire will be enclosed with the letter (see section 5 below). Completion of the manager's leaver process will also generate an automated notification to Payroll.

### **3.4 Retirement**

#### **3.4.1 Retirement**

Since 1<sup>st</sup> October 2011 the University has not operated a defined retirement age. 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 complete the leavers' process via Keele People and upload a copy of the individual's resignation letter.

#### **3.4.2 Early Retirement**

In some specific circumstances the University may agree to early retirement. In such cases the manager must complete the leavers process via Keele People selecting Early Retirement at the reason for leaving.

#### **3.4.3 Ill-Health Retirement**

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 complete the leavers' process via Keele People.

Note: all members of staff retiring from the University will be sent a leavers' questionnaire to complete (see section 5 below).

#### **3.4.4 Honorary Titles**

Where a member of Teaching and Research (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 member of Teaching and Research (Professorial) staff 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).

#### **3.4.5 Retirement Gifts**

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. Due to tax 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 ask the retailer to invoice the University. The University will then raise a cheque made payable to the retailer.

### **3.5 Dismissal**

#### **3.5.1 Misconduct, Incapability, Attendance Management, Non-confirmation of employment during probation period**

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 will be responsible for processing the staff member as a leaver via Keele People.

Note: Members of staff dismissed for any of the reasons stated in 3.5 (a) above will not be sent a leavers' questionnaire.

#### **3.5.2 End of fixed-term contract**

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, available on the Human Resources website). 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 Human Resources Department. The manager must also process the member of staff as a leaver via Keele People.

Note: Members of staff leaving the University as a result of their fixed-term contract ending will be sent a leavers' questionnaire (see section 5 below).

### **3.6 Other**

#### **3.6.1 Voluntary Severance**

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 process the staff member leaving via Keele People.

#### **3.6.2 Death in Service**

In the unfortunate case of a death in service, a letter offering condolences should be sent to the member of staff's next of kin by the line manager. The manager must also complete the leavers' process via Keele People.

### **4. RECOVERY OF OUTSTANDING MONIES OWED TO THE UNIVERSITY AND RECOVERY OF UNIVERSITY OWNED EQUIPMENT**

#### **4.1 Recovery of outstanding monies owed to the University**

4.1.1 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.

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.

#### 4.1.2 Holidays

Staff are expected to take their accrued holidays prior to their last day of University employment (see Annex C for the University's standard leave entitlements). 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 1/260<sup>th</sup> 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 4.1.1 above).

#### 4.1.3 Re-location expenses

The University's Relocation Policy states that 'any member of staff leaving the University's employment before the completion of 3 years' service will be required to repay a proportionate amount of any relocation expenses received. (Repayment of the legal expenses will not be sought).'

#### 4.1.4 Training agreement

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.

#### 4.1.5 Non-return from maternity/adoption/paternity leave/ failure to comply with the 'three month' rule

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). 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. In such situations the member of staff's line manager complete the leavers'

process via Keele People.

#### 4.2 Recovery of University-owned property

Many members of staff will hold University-owned property (e.g. Keele card, keys, uniform, car park permit, laptop, mobile phone, etc) 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 member of staff's manager's responsibility to ensure that any items belonging to the University are recovered from the member of staff prior to the leaving date. Where there are any difficulties in recovering University-owned property the manager should discuss this with their link Human Resources Advisor.

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 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.

### 5. **LEAVERS' QUESTIONNAIRE**

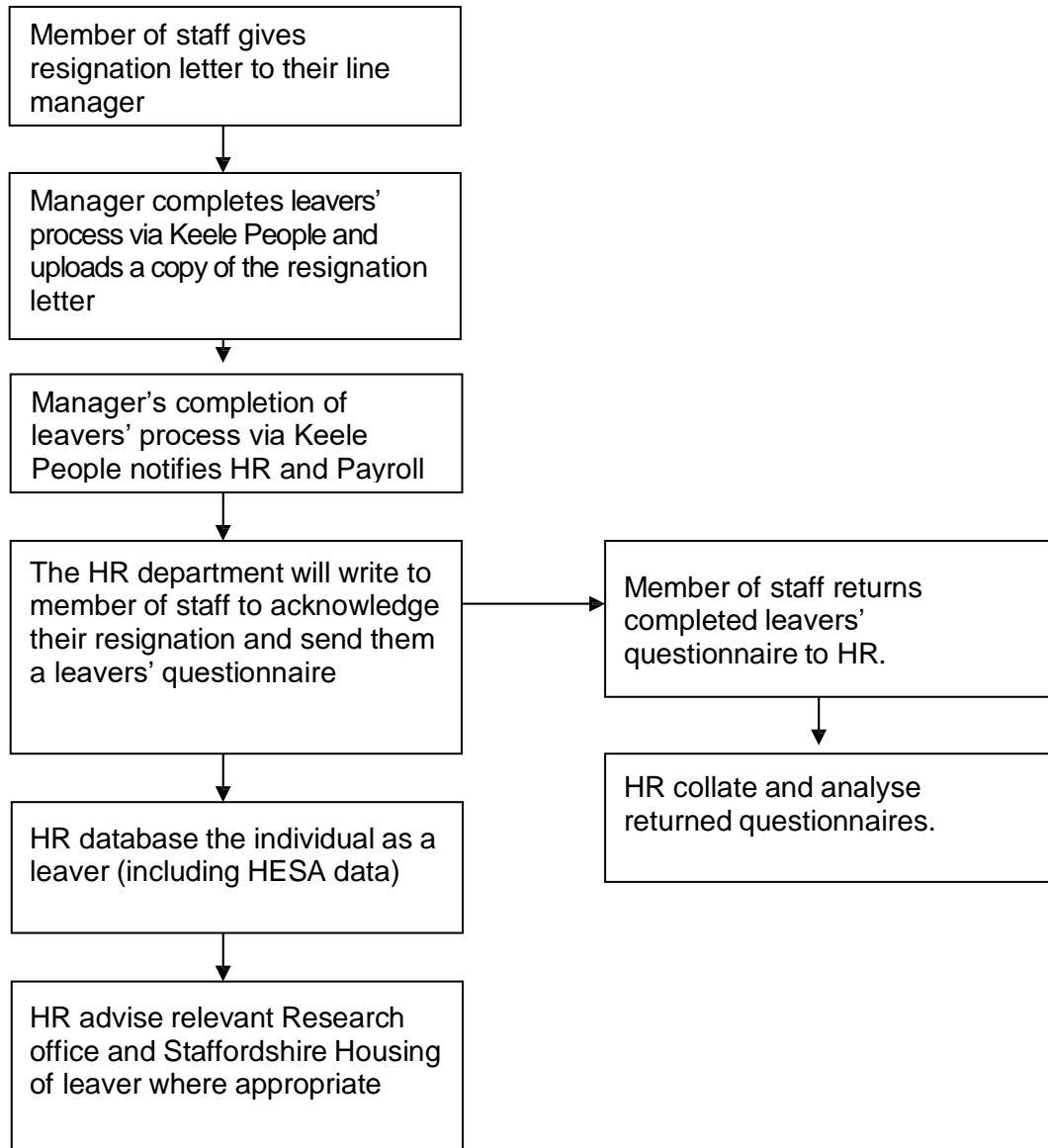
The University aims to be an employer of choice and is committed to obtaining the views and opinions of its staff. The leavers' process is intended to give those staff who are leaving the University's employment an opportunity to give feedback on their experience of working at Keele. Information will be collected via a leavers' questionnaire.

Staff who are resigning or retiring from the University or whose fixed-term contract has ended will be given the opportunity to complete (and return to Human Resources) a leavers' questionnaire, completion of which is entirely voluntary and can be done anonymously.

The returned questionnaires will be collated and analysed by the Human Resources Department.

ANNEX A

**CHART A - LEAVERS' PROCESS (RESIGNATIONS)**



**CHART B - LEAVERS' PROCESS (RETIREMENTS)**

Retirement

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.

Early Retirement

Where the University agrees to the early retirement of a member of staff the line manager must complete the leavers' process.

Ill-Health Retirement

Where ill-health retirement is approved by the Pension Trustees the manager must complete the leavers' process.

HR write to member of staff to acknowledge their retirement (and eligibility for a retirement gift where appropriate) and send them a leavers' questionnaire.

Member of staff returns completed leavers' questionnaire to HR.

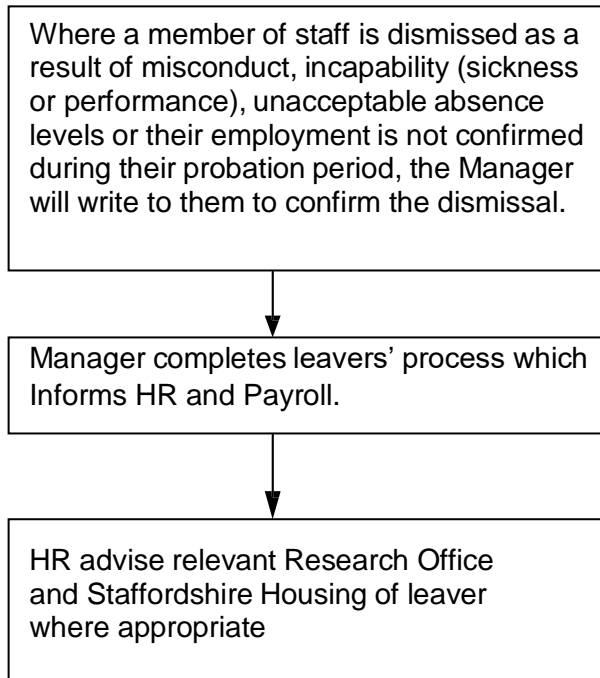
HR advise relevant Research Office and Staffordshire Housing of leaver where appropriate.

HR collate and analyse returned questionnaires.



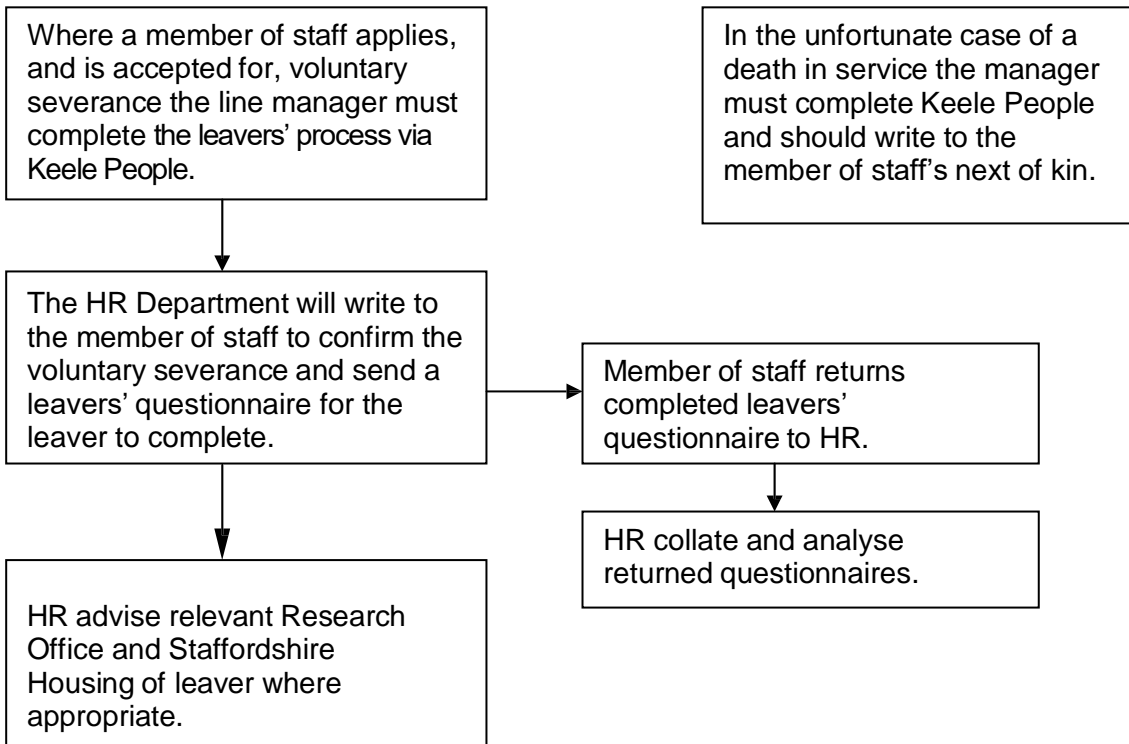
### **CHART C - LEAVERS' PROCESS (DISMISSALS)**

Note: Members of staff dismissed for any of the reasons stated in 3.5.1 above will not be sent a leavers' questionnaire.



## CHART D - LEAVERS' PROCESS (OTHER)

### Voluntary Severance



### Death in Service

In the unfortunate case of a death in service the manager must complete Keele People and should write to the member of staff's next of kin.

## ANNEX B

### **UNIVERSITY NOTICE PERIODS**

The University's standard notice periods are set out below (in cases of summary dismissal, e.g. gross misconduct, employment will be terminated without notice or payment in lieu of notice)

<b>Terms and Conditions</b>	<b>Notice to be given by member of staff</b>	<b>Notice to be given by University</b>
E&D Keele Spine Staff Grades 1 – 6	One month	Three months
E&D Keele Spine Staff Grades 7 – 10	Three months	Three months
Administrative & Technical	One month	Three months
Managerial & Specialist	Three months	Three months
Research	Three months to coincide with the end of a semester if contract issued before Jan08/ Three months if contract issued after Jan 08.	Three months
Teaching & Research	Three months to coincide with the end of a semester	Three months
Teaching & Scholarship	Three months to coincide with the end of a semester	Three months
Teaching & Research (Professorial)	Six months to coincide with the end of a semester	Six months

Please note that where a member of staff is serving a probationary period the required notice periods may differ from those stated above. Please refer to 'Staff Probationary Procedures' and the member of staff's Written Statement of Main Terms and Conditions of Employment.

For further information, please contact your link Human Resources team.

## ANNEX C

### **UNIVERSITY LEAVE ENTITLEMENTS**

The University's standard annual leave, discretionary leave and public holiday entitlements are set out below. Part-time staff will be entitled to annual leave, discretionary days and public holidays on a pro- rata basis.

<b>Terms and Conditions</b>	<b>Annual Leave Entitlement</b>	<b>Discretionary Days Entitlement</b>	<b>Public Holiday Entitlement</b>
Administrative & Technical  and  Managerial & Specialist	24 days 28 days after 5 years' continuous service	5 days	8 days
Research,  Teaching & Research,  Teaching & Research (Professorial)  and  Teaching & Scholarship	30 days	Not Applicable	It is the University's practice for staff with these Terms and Conditions to work during public holidays (excepting Good Friday) falling in Semester time but outside of University vacation periods, except where prior agreement has been reached with the Head of School to take time off during these periods.