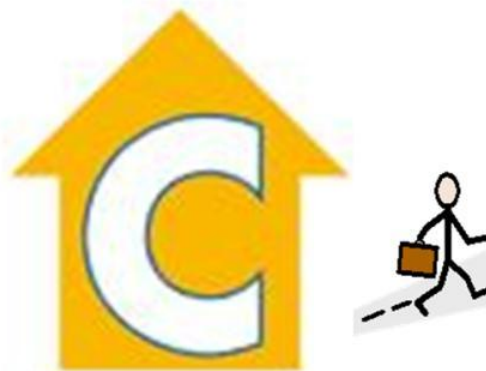


---

# Accessible Procedure for Leaving Policy

---



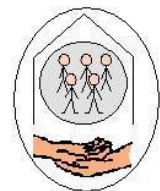
**June 2010**

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

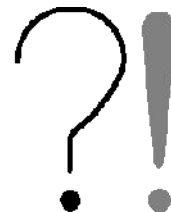
*The complete policy statement can be found within the When an Employee leaves the Consortium full policy document available from the Admin Team at the Consortium Office.*

# Introduction

Personnel need to be told when someone is leaving their job in the Consortium



If Personnel are not told there will be problems for the Consortium and the employee



Employees should write and tell Personnel they are leaving. They should look at their contract to see how much notice to give



The Consortium have to tell a person in plenty of time if they are going to end someone's job



## Details of someone who is leaving

The manager needs to fill in a 'Leaving Statement' when someone wants to leave. They should send it to Personnel

**Appendix 1: Leaving Statement**

EMPLOYEE \_\_\_\_\_ Pay number \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

DATE LAST WORKED \_\_\_\_\_

DATE EMPLOYMENT TO ENDED \_\_\_\_\_

ANNUAL LEAVE TAKEN IN CURRENT LEAVE YEAR (since 1<sup>st</sup> April) \_\_\_\_\_  
Please send leave sheet to Payroll department

PARENTAL LEAVE TAKEN (if any) \_\_\_\_\_

**COMMENTS**

ATTENDANCE \_\_\_\_\_

TIMEKEEPING \_\_\_\_\_

GENERAL ATTITUDE \_\_\_\_\_

FOR PERSONNEL USE ONLY

This is so that a person's pay can be sorted out



## Interviews

These are to get information about why someone is leaving and see what they think of the Consortium and how we can make it better



Managers should fill out an 'Exit Interview Form'

**Appendix 2: Exit Interview Report**

We are sorry that you are leaving the Consortium and would be grateful if you could kindly complete the following exit form. The information you provide will be helpful to consider if we need to make changes within the Consortium. All information contained in this form will be kept strictly confidential.

Name: \_\_\_\_\_ Employee No: \_\_\_\_\_

Job Title: \_\_\_\_\_

Please give the reason why you are leaving. Please tick

1. Are you taking up alternative employment?	Yes	No
# Or reason for termination		
a. Better Job	<input type="checkbox"/>	<input type="checkbox"/>
b. Increased Pay	<input type="checkbox"/>	<input type="checkbox"/>
c. Hours of Work	<input type="checkbox"/>	<input type="checkbox"/>
d. Working Conditions	<input type="checkbox"/>	<input type="checkbox"/>
e. Traveling difficulties	<input type="checkbox"/>	<input type="checkbox"/>
2. Personal reasons	<input type="checkbox"/>	<input type="checkbox"/>
3. Changing Career/Further Education	<input type="checkbox"/>	<input type="checkbox"/>
4. Pregnancy	<input type="checkbox"/>	<input type="checkbox"/>
5. Other: _____ if other please give reasons	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
Was your workload fair?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were your duties clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did you receive adequate training?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Everything that belongs to the Consortium should be taken back at this interview



## What happens next?

The employee will get their last pay and any other money owed to them



They will also get their P45

No more money will be put into their pension

ID cards should be taken back to the manager



## References

We want these to be up to date and so managers should fill in a 'Leaving Statement' when references are asked for

**Appendix 1: Leaving Statement**

EMPLOYEE ..... Pay number .....

REASON FOR LEAVING .....

DATE LAST WORKED .....

DATE EMPLOYMENT TO END/ENDED .....

ANNUAL LEAVE TAKEN IN CURRENT LEAVE YEAR (since 1<sup>st</sup> April) .....  
Please send leave sheet to Payroll department

PARENTAL LEAVE TAKEN (if any) .....

COMMENTS

ATTENDANCE .....

TIMEKEEPING .....

GENERAL ATTITUDE .....

RELATIONSHIP WITH LEAVING .....