|  |  |
| --- | --- |
| **Step 1 – On notification** | **Completed** |
| Written notice received |  |
| Check correct [notice period](https://www.nottingham.ac.uk/hr/guidesandsupport/jobfamilies/summarytermsconditions/index.aspx) given |  |
| [Employee Leaver Form](https://www.nottingham.ac.uk/hr/guidesandsupport/leaversandretirement/employeeleaverform.aspx) completed and submitted to HR |  |
| Obtain forwarding address |  |
| Clarify HESA destination category:   |  |  | | --- | --- | | * Higher Education Institution UK | * HEI overseas | | * Other education institution UK | * Other education institution overseas | | * Research institution UK | * Research institution overseas | | * Student UK | * Student overseas | | * NHS/General medical/general dental practice UK | * Health service overseas | | * Other employment overseas | | * Other public sector UK |  | | * Private industry/commerce UK | * Not in regular employment | | * Self-employed UK | * Retirement | | * Other employment UK |  | |  |
| [Calculate annual leave](https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/calculators.aspx) |  |
| [Calculate hours/weeks for fractional contracts](https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/calculators.aspx) |  |
| Offer exit interview and encourage completion of [leavers survey](https://forms.office.com/pages/responsepage.aspx?id=7qe9Z4D970GskTWEGCkKHtAXC2tiAT5Ngtgo38d35fNUQkswUlNUVUI4TUUySjlYVkRLTTY3NzlGRy4u) |  |
| **Step 2 - One month before leaving (where applicable)** | **Completed** |
| Plan communication that employee is leaving to others |  |
| Initiate recruitment of replacement of duties |  |
| Plan handover |  |
| Encourage employee to complete [leavers survey](https://forms.office.com/pages/responsepage.aspx?id=7qe9Z4D970GskTWEGCkKHtAXC2tiAT5Ngtgo38d35fNUQkswUlNUVUI4TUUySjlYVkRLTTY3NzlGRy4u) |  |
| Check all expenses claimed and all credits due returned |  |
| Check all cash advances are reconciled and monies are returned to the University |  |
| Identify any owned or shared files/folders/O365 (Teams/Planner Hubs etc) and agree who they will be allocated to upon leaving |  |
| If the leaver is an approver for a University business system ie Concur/Barclaycard/Business Word etc) advise the relevant area of their replacement and applicable dates |  |
| Staff member to contact Tusker to return the lease car (if applicable) |  |
| **Step 3 – Last working day** | **Completed** |
| Return University cards, such as travel or purchase cards, to the relevant area |  |
| Check University property returned: University security and library card; University credit cards (such as travel/purchase cards); keys; University equipment (such as laptop, mobile phone, USB flash drive, iPad); office equipment provided for home use; staff parking permit; any other University property including any outstanding library items. |  |
| Re-assign owned or shared documents/files/O365 (Teams/Planner Hubs etc) and delete personal copies |  |
| Remove access to business systems/buildings etc |  |
| Ensure there is an appropriate out-of-office message on the email account |  |
| **To be completed by the line manager:**  **Name: ……………………………………………………………… Signed: ………………………………………**  **Date: ……….……………………………………………………….. Telephone No: ……………………………….** | |