



RESIGNATION AND TERMINATION OF EMPLOYMENT

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1. **PURPOSE**

To set out details of procedures to be followed in resignation and termination of employment situations.

2. **PROCEDURE**

No member of the staff of the College may terminate his/her employment without giving the period of notice appropriate to the grade of appointment.

Weekly paid staff may terminate their employment by giving one week's notice.

Except for Academic, Administrative and Library Professional staff, who are required to give three months' notice of termination, the period of notice required for all other staff is one month.

The conditions of appointment for academic staff, however, specify that three months' notice may only be given on 30th September, 31st December or 31st March. Notice given on 30th June will not take effect until 31st December following.

When a Head of Department receives notification of termination of employment from a member of staff it is important that this information is transmitted to the Staff Office immediately. The Staff Office will then arrange:

- * the appropriate notification to the University Council (in the case of academic staff)
- * the inclusion in the final salary cheque payment due in lieu of any undischarged leave entitlement
- * notification to the Treasurer's Office to facilitate the issuing of a P45
- * the refund of pension contributions, or transfer of pensionable service
- * correspondence with the staff member relating to the return of Identity Card, Parking Permit, Departmental and College keys, and other related matters.

As these matters are of considerable concern to the out-going member of staff, it is important that the Staff Office is notified at the earliest opportunity.