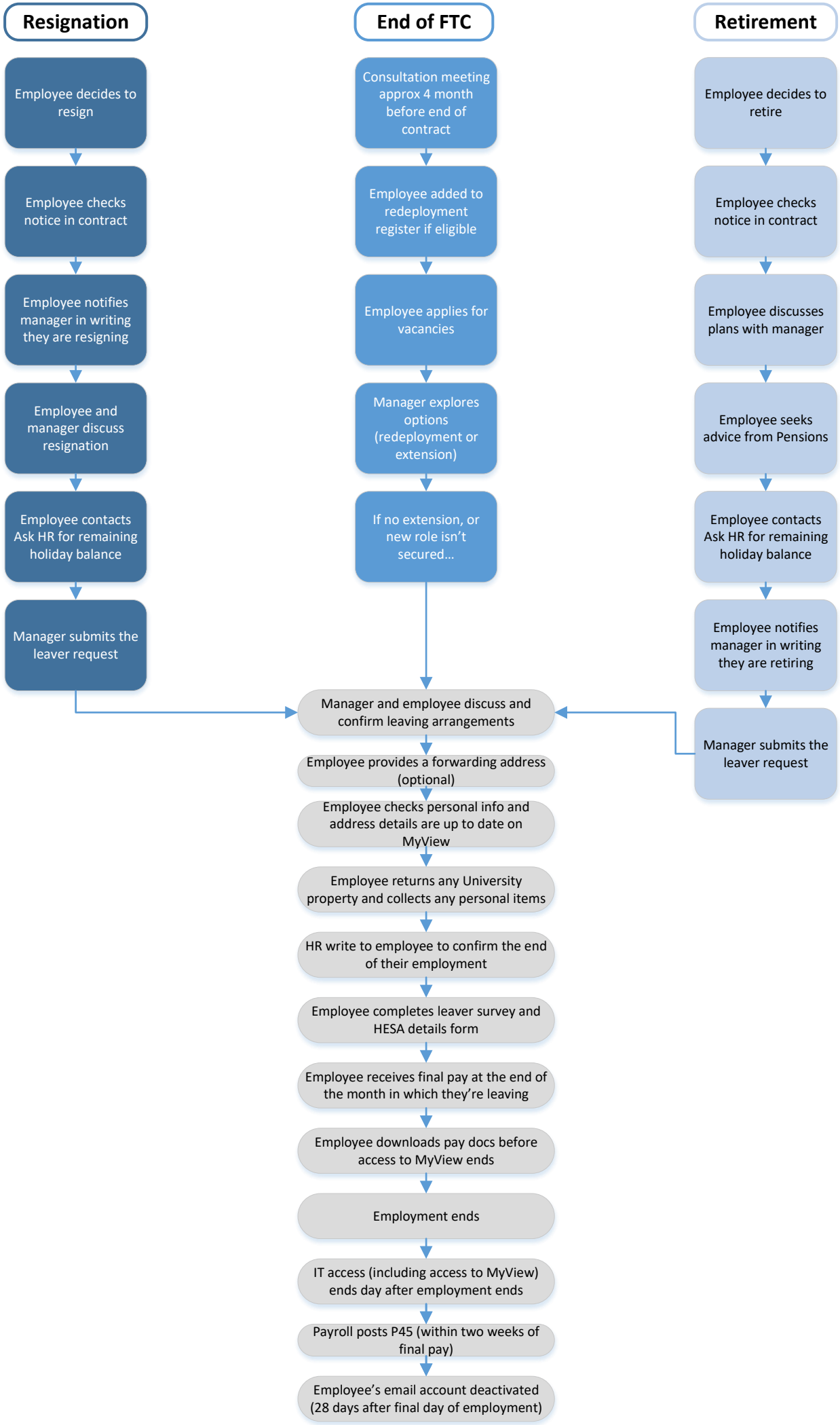
Resignation
Employee decides to resign
Employee checks notice in contract
Employee notifies manager in writing they are resigning
Employee and manager discuss resignation
Employee contacts Ask HR for remaining holiday balance
Manager submits the leaver request
End of FTC
Consultation meeting approx 4 month before end of contract
Employee added to redeployment register if eligible
Employee applies for vacancies
Manager explores options (redeployment or extension)
If no extension, or new role isn't secured...
Retirement
Employee decides to retire
Employee checks notice in contract
Employee discusses plans with manager
Employee seeks advice from Pensions
Employee contacts Ask HR for remaining holiday balance
Employee notifies manager in writing they are retiring
Manager submits the leaver request
Manager and employee discuss and confirm leaving arrangements
Employee provides a forwarding address (optional)
Employee checks personal info and address details are up to date on MyView
Employee returns any University property and collects any personal items
HR write to employee to confirm the end of their employment
Employee completes leaver survey and HESA details form
Employee receives final pay at the end of the month in which they're leaving
Employee downloads pay docs before access to MyView ends
Employment ends
IT access (including access to MyView) ends day after employment ends
Payroll posts P45 (within two weeks of final pay)
Employee's email account deactivated (28 days after final day of employment)