

Policy

Title: RESIGNATION

Ref: HR/RT

Last updated: 8 February 2013

THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

Please note that this version of the policy is at present subject to further consultation with recognised trade unions, but represents University policy during the interim period.

1. Purpose & scope

This policy sets out what an employee needs to do if s/he decides that s/he wants to bring his/her employment with the University to an end, for any reason including retirement. Where retirement is the reason for the resignation, the employee is also advised to consult the University's Retirement Policy.

A series of [frequently asked questions](#) is available on the HR website in relation to this policy.

2. Required actions

- a. An employee who decides to resign should normally provide his/her line manager with formal, written notification of his/her intention to resign/retire giving the minimum correct period of notice.
- b. An employee's contract of employment will provide confirmation of the appropriate notice period for each individual employee. Please note that some academic staff may be required to give a full semester's notice of resignation/retirement depending on the terms of their contract.
- c. There may be unusual circumstances where the University may give consideration to accepting a shorter notice period but this will only be in exceptional circumstances and with the University's agreement.
- d. Any outstanding Annual Leave should normally be taken prior to or on the final leaving date. In exceptional cases, this requirement may be waived at the discretion/request of the line manager and on the basis of a significant business need. In this event, outstanding Annual Leave will be notified to payroll and paid.
- e. During the notice period, the University's policies and procedures will continue to apply to the employee and s/he will be expected to behave professionally and continue to carry out the duties of the post up to and including the day of departure.
- f. There may be some exceptional occasions when it is considered to be in the University's interests that the resigning employee be required to complete the notice without reporting for work at the University. In this event, the employee will be informed of this requirement and the reasons for it by the Line Manager.
- g. All University property relating to an employee's work should be returned on or before their leaving date or last day on site as an employee if that is earlier. A non-exhaustive list of items would include:
 - keys
 - ID card
 - car parking pass
 - mobile phone
 - computers, equipment and documentation

3. Personal conduct

Whilst it is recognised that the vast majority of employees conduct themselves in an exemplary fashion after having given their notice and once they leave the University, resigning employees should be aware of the following:

- a. Removal of University property, or damage to University property and systems, will be treated as serious misconduct.
- b. After departure, the University considers there still to be a duty of confidentiality towards the University, its staff and students in accordance with the employee's contract of employment.