Guidance for Employees Leaving the University

The **Leavers Form** MUST be completed as the official notification of your intention to resign or retired and returned to the **Employment Solutions** team.

**Notice**

You will normally need to give, as a minimum, the period of notice set out in your conditions of service. This minimum period of notice may be reduced only where the express agreement of your manager has been given in writing. It is normally good practice for the leaving employee to tell their manager the news, before submitting the written notice.

Note that since the removal of the default retirement age, these notice arrangements also apply to retirement.

**Leave**

You will need to take any outstanding holidays before you leave as payment is not normally made in lieu.

**Pensions**

If you are member of the pension scheme, the scheme administrators will contact you about your options on leaving. Unless you are retiring, there is no need to make any arrangements before you leave as benefit options will be calculated by the scheme administrators who will write to you at the forwarding address provided, usually within six weeks of leaving.

**University Property**

Your SmartCard should be handed in to your manager when you leave, as should any other University property that you have been using, such as keys, laptops, etc.

**I.T. Systems**

Arrangements regarding access to the University's IT systems are set out on the Leaver's Form. Normally, access will terminate at the end of the last day of employment; an exception is made for academic staff who will normally be allowed to retain access to the University network, including email, for one month after their employment has ended.

You can request your IT account to be extended for a maximum of 3 months. The request must be made directly to your Head of Academic/Service Unit. The Head of Academic/Service Unit must email it.servicedesk@ncl.ac.uk for the request to be actioned.

You will need to make appropriate arrangements to transfer any personal data, including emails which are not work-related, to your own device.

You should make arrangements with your manager for handover of your work, including business emails.

Further information can be found at [http://www.ncl.ac.uk/itservice/account-admin/accountexpirystaff/](http://www.ncl.ac.uk/itservice/account-admin/accountexpirystaff/)
Out of Office Message

You should discuss with your colleagues and manager what arrangements are to be made regarding business emails after your departure. You may need to set up an appropriate ‘out of office’ message for your University email account.

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<tbody>
<tr>
<td>Approval</td>
<td>Staff Committee 04.08.11</td>
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<td>Guidance Owner</td>
<td>Jenny Gibbons</td>
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<td>Last Reviewed</td>
<td>January 2019</td>
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