**LEAVERS FORM**

This form should be completed and returned to Human Resources.

Please attach your resignation letter / email if applicable.

(Note: This form is only for staff leaving ALL employment with the University)

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| **Personal information** | | | |
| First name: | Click here to enter text. | Surname: | Click here to enter text. |
| Employee ID: | | Click here to enter text. | |
| Department/ Institute: | | Click here to enter text. | |
| Extension number: | | Click here to enter text. | |
| Leaving Date:  (please give the last day of employment) | | Click here to enter a date. | |

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| **Scholarly Activity (as applicable)** | |
| Have you ensured that you have recorded and uploaded publications (accepted or published) in the CRIS and the final author’s accepted MS has been uploaded? | Choose an item. |
| **\*\*\*If you have not submitted work and require further guidance please speak with your Research Institute Manager (RIM) or Director of Education Operations (IMBE) in the first instance or contact the Libraries team direct (**[sora@sgul.ac.uk](mailto:sora@sgul.ac.uk)**)\*\*\*** | |

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| **Annual Leave** |
| You are expected to take all outstanding annual leave before your agreed leaving date. Only in exceptional circumstances will annual leave be paid. If you have taken more annual leave than your entitlement, you and your manager will be advised prior to your last day and this will be deducted from your final salary payment.  HR will calculate your annual leave entitlement. Please ensure MyWorkplace is updated as soon as possible with the leave you have taken to ensure there are no discrepancies in relation to leave taken or owed. Please speak to your HR Assistant for any queries. |

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| **P45** | |
| Your P45 will automatically be posted to the address we currently have on the Human Resources System (MyWorkplace) so please ensure that we have an up-to-date address. You can update your address directly by logging into MyWorkplace following the link provided below.  Please note: P45s CANNOT be re-issued or duplicated. | |
| Please follow the link to update your address: | [MyWorkplace](https://myworkplace.sgul.ac.uk) |

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| **Exit Questionnaire** | |
| Your feedback is really important to us and what you tell us about your experiences of working at St George’s can help us to improve our employment policies and practices for staff in the future. Please complete our exit questionnaire to give us your views. | |
| Please follow the link to complete an exit questionnaire: | <https://stgeorges.onlinesurveys.ac.uk/exit-survey> |

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| **The following information is required for the Higher Education Statistics Agency (HESA)** | | | |
| What will be your location after leaving? Tick one only | | | |
| England |  | UK(not otherwise specified) |  |
| Wales |  | Other EU |  |
| Scotland |  | Non-EU |  |
| Northern Ireland |  | Information Refused |  |
| What will be your activity after leaving? Tick one only | | | |
| Working in an HE Institution |  | Working in the private sector |  |
| Working in another educational institution |  | Registered as a student |  |
| Working in a research institute (private) |  | Self-employed |  |
| Working in a research institute (public) |  | Retired |  |
| NHS/general medical practice/general dental practice |  | Not in regular employment |  |
| Working in the voluntary sector |  | Working in another public sector organisation |  |

**Termination of IT Services and Facilities for Leavers:**

Access to University IT Services, including email and web access, will normally be terminated on the last day of your employment. You will also not be able to access MyWorkplace after your employment has ended so please make sure that you have printed off any payslips and P60s you may require before you leave.

Please make sure that you have backed up any email and files stored in your network before you leave. Also please arrange for emails, documents and other work-related data to be handed over to colleagues prior to your departure, including any research submission. If you are engaged in research and have a CRIS profile, please ensure that any publications accepted or published while you have been employed with SGUL are all recorded in the CRIS system and the final author’s accepted MS has been uploaded. If there are any reasons why you cannot do this, please get in touch with your RIM (or Director of Education Operations in IMBE) or the Library via [sora@sgul.ac.uk](mailto:sora@sgul.ac.uk). If you need any assistance with backing up email or files, please contact the IT helpdesk by email: [itav@sgul.ac.uk](mailto:itav@sgul.ac.uk).

ID cards, keys, car parking permits, and other University equipment or property are to be handed in to the Security Control Centre Ground Floor, Hunter Wing on your last day of work.

**Laboratory-based roles**

If your work has been laboratory-based, it is your responsibility to ensure that laboratory items are either handed over to colleagues or cleared in time with your departure e.g., chemicals, equipment and laboratory research materials, including emptying fridges and freezers and communal storage spaces.

If the clearance is not completed within the agreed time, the university will arrange for disposal of all items and will pass any clearance charges to you (the incumbent).

If you wish to discuss anything further relating to your departure, please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk).

Signature of leaver: Date:

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| **For completion by Line Manager** | |
| Does this leaver have any direct reports? | Choose an item. |
| If yes, please provide the name of a manager who will take over temporary/permanent management of these direct reports.  \_\_\_\_\_\_\_ | |
| Name of new manager: | Click here to enter text. |

Signature of manager: Date:

Updated June 2020