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**Substantive staff leaver form**

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| --- | --- |
| **Name** |  |
| **Leaving date** |  |
| **Reason** e.g. retirement, resignation, leaving the area etc. **please state if their new role is at the University** |  |
| **Job Title** |  |
| **Post number** |  |
| **Department** |  |
| **Location** |  |
| **Contracted hours** |  |
| **Monday to Friday contract**  Amount of holiday taken up to leave date (in hours only please): | Total number of hours taken: |
| **Monday to Sunday or rota contract** | a) Number of bank holiday/  customary days taken in hours: \_\_\_\_\_\_hrs  **Plus**  b)Number of personal leave  holiday hours taken: \_\_\_\_\_\_hrs  **Total hours taken** a+b=total: \_\_\_\_\_\_hrs  Please ensure that this is an accurate total figure as it will be deducted from their leave allowance and affect their final pay |
| If the employee holds other contracts with the University will they be leaving any of these? Please provide post numbers. |  |

Does the employee work full-time Monday to Friday each week throughout the year?

**YES/NO\*** *please delete as appropriate.* \*If No, please give details of working pattern and hours worked each day below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
|  |  |  |  |  |  |  |

Would the employee like to take any outstanding holiday owed as pay or holiday? *(please note, if they are taking another job within the University they cannot be paid any outstanding holiday)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paid |  | Holiday |  | Another job at the University |  |

**\*If you wish to change holidays after this form has been submitted you must first consult HR.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Form completed by |  | Date |  | Contact number: |  |