|  |  |
| --- | --- |
| **Termination Date** |  |

**CORPORATE TERMINATION FORM**

**PERSON DETAILS** (Please give full legal name)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Payroll Number** |  |
| **Forename(s)** |  | **Date of Birth** |  |
| **Surname** |  | **NI Number** |  |

**POSITION DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** |  |  | **Team Name** |  |
| **iTrent Position Number** |  |  | **List any employees to be reassigned with new reporting manager name:** | |
| **Perm/Temp/Casual** |  |  |  | |
| **Hours Worked** |  |  |
| **Work base** |  |  |

**REASON FOR LEAVING – PLEASE TICK:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NON-RETIREMENT LEAVER** |  |  | **RETIREMENT LEAVER** |  |
| **Resignation** |  |  | **Flexible retirement** |  |
| **Resignation – Not returning from maternity/adoption leave** |  |  | **Retirement – over age 55** |  |
| **Retirement – Ill Health** |  |
| **End of Fixed Term Contract – SOSR (contract was cover for secondment, maternity, shared parental leave or sickness)** |  |  | **Redundancy – over age 55** |  |
| **Efficiency of service – over age 55** |  |
| **End of Fixed Term Contract - Redundancy (contract was for a secondment, temporary funding, budget constraints, named child, special project, seasonal work etc)** |  |  |  |  |
| **DISMISSAL REASONS** |  |
| **Dismissal – Failed Probation** |  |
| **Redundancy – under age 55** |  |  | **Dismissal – Capability (performance)** |  |
|  |  |  | **Dismissal – Capability (Ill Health – Continuous)** |  |
| **OTHER LEAVING REASON** |  | **Dismissal – Gross Misconduct** |  |
| **Death in Service** |  |  | **Dismissal – Misconduct with Notice** |  |
| **TUPE transfer** |  |  | **Dismissal – SOSR – Reorganisation/Other** |  |
| **Payroll Audit Exercise** |  |  | **Dismissal – SOSR Attendance (Cumulative)** |  |
| **Set up in error** |  |  | **Compromise Agreement** |  |

**IMPORTANT PLEASE CONFIRM PENSION WISHES OF LEAVER:**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Does the leaver wish to start receiving their pension?** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEAVE TO PAY/ RECLAIM:** | |  | **TERM TIME ONLY LEAVE ADJUSTMENT:** | |
| **Hours to pay** |  |  | **Is this a Term Time Only Contract?** | **Yes / No** |
| **Hours to reclaim** |  |  | **Term Time Formula** | **/** |
| **NB - Outstanding leave/leave owing will be checked by HR on receipt of this form** | |  | **Number of working days between 1st Sep (or start date if later) and last day of service** |  |  |

|  |  |
| --- | --- |
| **FLEXI TIME - DEBIT** | |
| **Hours to reclaim** |  |

**NB: Managers must complete the above where flexitime**

**hours are in debit, these will be deducted from final salary**

**If the employee used a hard copy leave card, please enclose a copy showing all leave to be taken up to leaving date.**

**TYPE OF TERMINATION – PLEASE TICK ONE OPTION ONLY:**

|  |  |
| --- | --- |
| **Leaving council employment - person will no longer work for the council at all – P45 to be issued** |  |
| **Transferring to a new council post - including secondment/flexible retirement** |  |
| **Leaving this post but will still work for the council in other posts they already have** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Manager** |  | **Contact Tel No.** |  | **Date** |  | |
|  | | | **Does employee have a Car loan?** | | | **Yes / No** |
| **Training loan?** | | | **Yes / No** |
| **Does employee have a lease car?** | | | **Yes / No** |
| **Does employee have salary sacrifice car?** | | | **Yes / No** |
| **Does employee have salary sacrifice cycle?** | | | **Yes / No** |

**Please also complete the leaver checklist, available on the intranet for this employee/casual worker -** https://downloads.eastriding.org.uk/intranet/policies-strategies-plans/staff-policies/hr-policies/hr-a4-exit-interview.docx