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Human Resources Manual

21 Leavers Policy

Kibble is committed to ensuring staff leaving the organisation pass through an efficient and thorough handover process.

From the organisation's perspective a sound leaving procedure helps to ensure that:

- Managers understand their responsibilities and have a clear process/checklist to follow to ensure quality

- Staff understand what is expected from them

- Security of Kibble information, premises etc. is maintained

- All badges, borrowed ICT equipment etc. is returned to the organisation in a timely manner

From an employee perspective leaving a job is an important and potentially stressful event, particularly in cases of retirement, redundancy etc, and how the Centre manages this process has an impact on the employees lasting impression and experience of the organisation.

An ineffective leaving process can introduce risks of security of information, while costs may be incurred to the organisation where equipment is not satisfactorily returned in good time and in working order. A well managed leaving process helps to ensure that the

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21.1.3 Annual Leave

If the employee has outstanding annual leave, it must be discussed as soon as possible how the annual leave can be taken before they leave. Payment in lieu of leave may only be made in exceptional circumstances where the employee is unable to take all outstanding leave before their employment ends, for example, due to pressure of work or for operational reasons as discussed and agreed. The HR Office should be advised of any payment to be made.

21.1.4 Payroll

The Payroll Team will be notified of the leaver and their agreed leaving date by the HR Office who will complete and send a change of status. The Payroll Team will identify if there are any outstanding monies due or owed by the employee to the Centre and make final salary and P45 arrangements.

21.1.5 Expenses

The employee's last general expenses form/car mileage form should be completed and submitted before they leave.

21.1.6 Company Property

Line managers must ensure that all property belonging to the Centre is returned before the employees last working day, e.g. mobile phones, tools, ID card, keys, ICT equipment.

21.2 Exit Monitoring Interview

When an employee leaves the Centre it is important that an exit interview is undertaken. The purpose of the exit interview is to find out:

- why employees are leaving to identify any underlying trends;
- information about working for the Centre to identify any areas/issues that could be improved or addressed in order to retain high calibre employees;
- what the Centre is doing well to ensure that these practices continue.

It is the responsibility of the employee's manager, to ensure that this interview is conducted. Please refer to HR Office for guidance on the procedure and a copy of the form to be completed. form r u s an n



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