

The Newcastle upon Tyne Hospitals Foundation NHS Trust

Staff Leaving the Trust Procedure

Effective: June 2009

Review: June 2012

1. Introduction

This procedure is intended to assist managers when an employee is leaving the Trust. It applies to all leaver situations including the following reasons: voluntary resignation; end of temporary/fixed term contract; retirement; ill health; dismissal.

The primary purpose of this procedure is to avoid potential overpayment situations and ensure a leaver's pay and other matters are finalised by their leaving date. Below are the actions required by managers and the Human Resources Department. Further advice and guidance for managers is available as necessary from a Human Resources Officer or an Assistant Human Resources Officer.

2. Manager

As soon as you are informed that an employee is leaving the Trust you **must**:

- Notify the Human Resources Department immediately by completing the Leavers Checklist – see Appendix 2. This should then be emailed (Subject of Email Titled: 'Staff Termination') to the central email address 'Human Resources - Leavers.

This will provide confirmation of the action required and will enable the Human Resources Department to liaise with Payroll and the Improving Working Lives Team in order to process the termination effectively.

- Forward the employee's resignation letter to the Human Resources Department within 5 working days.
- Arrange with the employee to return any Trust property/equipment such as: computer equipment; keys; ID Badge (manager to destroy); uniform; mobile/Dect telephone; pager; lease car.

3. Human Resources Department

On receipt of the notification, the Human Resources Department will:

- place a copy of the email notification and Leavers Checklist on the employee's personal file
- take appropriate action to terminate the employee on ESR for payroll purposes
- notify relevant departments without delay to action recovery of any monies owing – see Appendix 1
- include the employee on a monthly Leavers report to departments to update their records – see Appendix 1

4. Monitoring

The operation of this guidance will be monitored on a regular basis by the Human Resources Department, in conjunction with Payroll Services and the Finance Department, as part of the on-going management of overpayments.

Author: Director of Human Resources

NOTIFICATION OF LEAVERS TABLE

Department	Reason	Sent By
General Office - RVI	Car Parking - RVI	AHRO
I.T Service Desk	Intranet/Email	AHRO
Patient Services	N&M funded study leave	AHRO
Finance	Authorising Officer	ESR Report
Fitness Centre	Gym membership	ESR Report
Hotel Services	Uniform purposes - FH	ESR Report
Library	Library membership	ESR Report
Occupational Health	Update staff records	ESR Report
Portering	PAT System	ESR Report
Radiology	PACS	ESR Report
Switchboard	Telephone directory	ESR Report
Trust Secretary	Foundation Membership	ESR Report
UNISON	TU membership	ESR Report
IWL	Salary Sacrifice/Green Transport	ESR Notification
T&D	Funded study leave	ESR Notification

NB

Assistant Human Resources Officer (AHRO) notifications are made without delay to the relevant department in advance of the ESR Leavers report to avoid potential overpayments

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
LEAVERS CHECKLIST
(Managers to complete for all staff leaving the Trust)**

BASIC DETAILS	STAFF ASSIGNMENT NO <input type="text"/>
	TITLE <input type="text"/> FORENAME <input type="text"/> SURNAME <input type="text"/>
	JOB TITLE <input type="text"/> BAND <input type="text"/>
	WARD/ DEPARTMENT <input type="text"/> HOSPITAL <input type="text"/>
	FULL TIME/ PART TIME (If part time no of hrs) <input type="text"/> NO. DAYS/ SHIFTS WORKED PER WEEK <input type="text"/>
	DID THE EMPLOYEE HAVE CERTIFICATE OF SPONSORSHIP? SPONSORSHIP NUMBER (if known) <input type="text"/> AHRO to Inform Senior HR Manager of Details
LAST WORKING DAY? (dd/mm/yyyy) <input type="text"/> DATE EMPLOYMENT TO CEASE? (dd/mm/yyyy) <input type="text"/>	
ANNUAL LEAVE ACCRUED TO DATE OF LEAVING? Days/Hours? <input type="text"/> NO. OF DAYS/HOURS TAKEN? <input type="text"/>	
ANNUAL LEAVE OUTSTANDING/ OVERTAKEN? <input type="text"/>	
DOES THE EMPLOYEE HAVE A CONTRACT HIRE CAR? <input type="text"/>	
IF YES, WHAT ARRANGEMENTS HAVE BEEN MADE FOR THE VEHICLES RETURN? <input type="text"/>	
DOES THE EMPLOYEE CURRENTLY SUBSCRIBE TO ANY SALARY SACRIFICE SCHEME? <input type="text"/>	
IF YES PLEASE CONFIRM WHICH SCHEME(S)? <input type="text"/>	
HAS THE EMPLOYEE HAD ANY FUNDED STUDY LEAVE FROM THE TRUST IN THE LAST 2 YEARS? <input type="text"/>	
HAS THE EMPLOYEE RECEIVED RELOCATION EXPENSES FROM THE TRUST IN THE LAST 2 YEARS? <input type="text"/>	
HAVE YOU ADVISED THE EMPLOYEE TO RETURN ALL OUTSTANDING TRUST PROPERTY (E.G. ID BADGE, UNIFORM, MOBILE/DECT PHONE, PAGER, COMPUTER EQUIPMENT)? <input type="text"/>	
REASON FOR LEAVING? <input type="text"/>	
NAME & ADDRESS OF NEW EMPLOYER? <input type="text"/>	
ADDRESS TO WHICH EMPLOYEES FINAL DOCUMENTS (E.G. P45) SHOULD BE SENT? <input type="text"/>	
DOES THE EMPLOYEE WISH TO REMAIN EMPLOYED BY THE NURSE BANK? .. <input type="text"/>	
HAVE YOU ADVISED THE EMPLOYEE OF THEIR RIGHT TO AN EXIT INTERVIEW? <input type="text"/>	
HAVE YOU ADVISED THE EMPLOYEE THAT EXIT INTERVIEW FORMS ARE AVAILABLE FROM THE HR DEPARTMENT? <input type="text"/>	
WOULD YOU RE-EMPLOY? <input type="text"/> IF NO, WHY NOT? <input type="text"/>	
COMMENTS <input type="text"/>	
MANAGER'S NAME: <input type="text"/> JOB TITLE: <input type="text"/> DATE (dd/mm/yyyy) <input type="text"/>	

This form should be sent, via email, to the following Trust email address; 'Human Resources – Leavers' immediately following notification of resignation by the employee.

The resignation letter must be then forwarded to Human Resources, via the internal mail system, within five working days.

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	PROCEDURE FOR STAFF LEAVING THE TRUST	Policy Author:	Karen Pearce
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Policy applies to all employees of the Trust. It is underpinned by Trust's overriding policy on Equal Opportunities.
	• Race	No)
	• Ethnic origins (including gypsies and travellers)	No)
	• Nationality	No)
	• Gender	No)
	• Culture	No) As above
	• Religion or belief	No)
	• Sexual orientation including lesbian, gay and bisexual people	No)
	• Age	No)
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No)
2.	Is there any evidence that some groups are affected differently?	No	There was no evidence to support any group was affected differently
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No) As above
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>	No	No
4(b).	If so can the impact be avoided?	No	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	No	
4(d).	Can we reduce the impact by taking different action?	No	

Comments:	Action Plan due (or Not Applicable):

Name and Designation of Person responsible for completion of this form: Karen Pearce.....

Date: 28/07/2009_

Names & Designations of those involved in the impact assessment screening process: Karen Pearce Senior HR Manager.....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)