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| --- | --- | --- | --- | --- | --- | --- | --- |
| **STAFF LEAVER FORM** | | | | | | | |
| To be completed and returned to Human Resources as soon as possible.  RVC issued Research Laboratory note books should be returned to their PI or supervisor.  I.T. accounts will be deactivated one month after the date of leaving. If an account needs to be retained for longer please ask your line manager to email the IT Helpdesk [helpdesk@rvc.ac.uk](mailto:helpdesk@rvc.ac.uk) | | | | | | | |
| Personal Details | | | | | | | |
| Surname/title: | | | | | First name(s): | | |
| Department: | | | | | Campus: | | |
| Payroll reference number (on payslip): NI number: | | | | | | | |
| Correspondence address: | | | | | | | |
| Please now ensure you login to MyHR Employee Self Service (MyHR ESS) to change the email address set up to receive your payslips to a personal one (so that you can receive your final payslip). If required, you should also download any historic payslips/P60s as you will not have access to MyHR ESS after your employment end date. | | | | | | | |
| Leaving Details | | | | | | | |
| Employment end date: | | | | |  | | |
| Activity after Leaving (It is essential that this section is completed) | | | | | | | |
| Other HEI: *(name)* | |  | | Other education institution: *(name)* | | |  |
| Research institute (Public Sector): *(name)* | |  | | Research institute (Private Sector): *(name)* | | |  |
| Student: *(name of HEI/College)* | |  | | NHS/General medical or general dental practice in UK | | |  |
| Other public sector | |  | | Voluntary sector | | |  |
| Private industry/commerce | |  | | Self employed | | |  |
| Not in regular employment | |  | | Retirement | | |  |
| Location after Leaving (it is essential that this section is completed) | | | | | | | |
| England | |  | | Wales | | |  |
| Scotland | |  | | Northern Ireland | | |  |
| UK (not otherwise specified) | |  | | Other EU | | |  |
| Non EU | |  | | Do not wish to disclose | | |  |
| Signatures | | | | | | | |
| Signature of Leaver: ………………………………………………………….. Date: ……………………….. | | | | | | | |
| For HR Use Only | | | | | | | |
| Confirmed balance of annual leave by the end of employment? **…………..** hours.  (The balance of annual leave from iTrent must be confirmed with the line manager, taking into account any annual leave planned up until the employment end date.)  **If this employee is on a Tier 2 visa inform the HR Dept. so they may undertake mandatory reporting to the UKVI.**  Signature of HR: …………………………..………………………. Date: ……………………. | | | | | | | |
| HR data input: |  | | HR data input checked: | | |  | |
| Payroll data input: |  | | Payroll data input checked: | | |  | |

Leaver Form.docx 20/05/2019