

Leavers – guidance for managers



WORKING TOGETHER

Leaver process

This guidance should be followed by managers when they are notified that an employee has resigned, a fixed term contract comes to an end, or someone transfers internally to another team. It applies to all employees of both councils, and their wholly owned companies.

Leavers

References

Managers should seek to provide accurate references to prospective employers. Negative references must not be provided unless they have a factual basis which can be demonstrated, in most cases the best approach is to provide only a simple reference which includes:

- Dates of employment
- Job title
- Salary
- Outline of responsibilities
- If any live warnings are on file

Information on sickness absence should not be provided unless with the express permission of the employee.

HR can provide advice and support on providing references.

Resignations

When an employee resigns you should request confirmation in writing. Once this is received it should be acknowledged as received and both the resignation and acknowledgement sent to HR.

If an employee resigns in response to a workplace issue or where there are known emotional wellbeing concerns you should offer them a 48-hour cooling off period. If, once this expires, they still wish to resign then it should be acknowledged and processed.

Notice period

Employee notice periods are stated in their contract of employment. If an employee wishes to leave sooner, you should discuss this with your Director. You are under no obligation to approve an earlier leaving date.

Retraction of resignation

If an employee changes their mind once their resignation has been acknowledged you should discuss this with HR. The councils are under no obligation to accept a retraction.

End of a fixed term contract

Managers should maintain oversight of employees on fixed term contracts within their team. If the contract can be extended this should be done as soon as possible and the appropriate authorisation received.

If a contract is not going to be extended the Change policy should be followed.

Internal transfers (including secondments)

If someone moves from one team to another the leaver process does not need to be followed, however equipment should be returned to the “former” manager before the move.

Communication

Maintaining communication with someone who is leaving is very important. When you are informed that someone in your team is leaving you should:

- Talk to them about their departure
- Acknowledge the contribution of the leaver during their time with the councils.
- Plan for any knowledge or information they hold to be shared.
- Discuss how the rest of the team will be updated
- Agree a plan with them to take their accrued annual leave, flexi and TOIL. (Untaken leave will not be paid unless in exceptional circumstances and with approval of the Director.)

Process

You must make the following teams aware that an employee is leaving:

Service	How to notify	Actions
ICT	Leaver Notification (chorley) Email to ICT (SRBC)	Terminate system access Provide access to leaver's P drive and email to a named colleague. Receive portable ICT equipment.
HR	Email to HR	Terminate on payroll Send exit questionnaire Calculate remaining annual leave
Facilities/Civics	Email to Facilities/Civics	Terminate building access

The manager should arrange the return of equipment, keys, ID, uniform, and facilitate a handover.

For posts which need to be filled as a consequence of an employee leaving, the Recruitment, Selection, and on-boarding policy should be consulted.