**Leaver Form**

***Forms must be received no later than the 7th of the month in which the employee is leaving.***

***Please ensure that all sections (2 pages) are complete before submitting this form to HR (HRHelp@hw.ac.uk)***

# Leaver’s Personal Details:

|  |  |
| --- | --- |
| **Title** | Choose an item. |
| **Last name/Family Name** |  |
| **First Name(s)** |  |
| **Employee ID No** |  |
| **School/Service** |  |
| **Organisation** |  |
| **Position:** |  |
| **Is this leaver a supervisor?** | Choose an item. |
| **If Yes, who is the replacement supervisor?** |  |
| **Does leaver have a Certificate of Sponsorship?** | Choose an item. |

## Details of Leaving:

|  |  |
| --- | --- |
| **What will be the last Day of Service?** | Click here to enter a date. |
| **Reason for Leaving:**  | Choose an item. |
| **If employee is retiring do they require a Pension Quote?** | Choose an item. |
| **If Yes, please select their Pension Scheme**  | Choose an item. |
| **FIXED TERM WORKERS****If reason for leaving is “End of Fixed Term Contract”, please specify the reason for the contract ending.****Has the employee been employed for 2 years or more at their fixed term contract end date?** | Choose an item. |
| Choose an item. **□ If YES, please also tick to confirm that you have complied with the end of fixed term worker policy & procedure and returned the required paperwork\* below to the HR Office**[**https://www.hw.ac.uk/services/docs/FixedTermPolicy.pdf**](https://www.hw.ac.uk/services/docs/FixedTermPolicy.pdf)[**https://www.hw.ac.uk/services/docs/FixedTermProcedures.pdf**](https://www.hw.ac.uk/services/docs/FixedTermProcedures.pdf)**\*□ copy of invite to meeting letter (**[**FT1 Template**](https://www.hw.ac.uk/services/human-resources/human-resources-forms.htm)**)****NB**. This leaver’s form cannot be actioned without these documents. |
| **iHR - Annual Leave**  | **□ please tick to confirm that the employee’s iHR record is/will be updated to reflect all annual leave taken prior to their leaving date.****NB: Payroll will make a payment/deduction in the final pay to reflect any annual leave remaining/overtaken based on the employee’s iHR record.**  |
| **Forwarding Address for P45**(if different from current address):NB: iHR and Payroll will be updated to show this as the address to be used for any future correspondence |  |
| **Exit Interview Form****Please email the text and link provided over to the employee leaving and tick here to confirm that you have done so □** | EMAIL THE FOLLOWING TO THE LEAVER: **EXIT INTERVIEW FORM**Please click on the link below to complete the University’s Leaver questionnaire before your final working day.<https://hw.onlinesurveys.ac.uk/hwu-leavers-survey> |
| **Other Relevant Information/Comments:** |

**HESA Information:**

|  |  |
| --- | --- |
| 1. What will the employee’s next activity be, after leaving Heriot-Watt University?
 | Choose an item. |
| 1. What is the employee’s destination after leaving Heriot-Watt University?
 | Choose an item. |

**Declaration**

I confirm that the above information is correct and complete.

|  |  |
| --- | --- |
| **Form Completed By Supervisor**(Print Name) |  |
| **Signature** |  |
| **Date**  | Click here to enter a date. |