**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.

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