



LEAVERS POLICY

9th April 2018

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1. PURPOSE AND SCOPE

This policy relates to all categories of Donegal ETB staff and establishes guidelines for Line Managers and Staff in relation to an employee leaving the employment of Donegal ETB. It ensures that the employee clearly understands their contractual obligations to Donegal ETB when leaving their employment, allows the Line Manager to ensure that the terms of the employment contract are met, that the leaving process is implemented fairly and consistently and that the leaving information reaches all those who need to know.

This policy focuses on those staff who will be:

- (b) Reaching the end of their Contract.
- (b) Resigning
- (c) Retiring
- (d) On Career Break
- (e) On Secondment, or
- (f) On any approved unpaid leave of absence (other than unpaid statutory leave).

Whilst the majority of the information contained in this policy is relevant in other circumstances, specific details regarding redundancy, end of contract and dismissals are contained in other policies which should be read in conjunction with this policy.

This policy and procedure does not form part of any employee's contract of employment and it may be amended from time to time.

2. PERIOD of NOTICE PROVISIONS

If an individual wishes to leave the employment of Donegal ETB, they must provide written notice addressed to the Head of Human Resources. Senior Managers should provide written notice to the Chief Executive. Where an employee provides verbal notification that they are leaving, this should be formally followed up in writing within 5 days of such verbal notice.

The employee should give at least the amount of contractual notice required, as detailed in their contract of employment.

It is best practice for the line manager to discuss with the employee the reasons for an employee deciding to leave the employment of Donegal ETB. If the line manager has any concerns regarding the reason for the leaving, they should discuss the matter with the Head of HR.

Where an employee wishes to have a shorter notice period, this should be requested to the line manager and Head of HR. Such requests will be considered by Donegal ETB on a case by case basis but will depend at all times on operational requirements.

Where an employee wishes to withdraw their notice to leave they should confirm this in writing to the Head of Human Resources. Such requests can only be granted with the agreement of the Chief Executive and Head of HR, so there is no guarantee that notice can be withdrawn.

3. RETURN OF DONEGAL ETB PROPERTY

3.1 General

Employees will be required to return all Donegal ETB property allocated to them during the course of their employment, whether as a contractual benefit or to assist in the performance of their duties, on or before the last day worked. This includes employees on Career Break and Secondment.

Further information about what should be returned, and where to return it, is outlined below together with a summary checklist at Appendix A. Employees should return the completed checklist to their Line Manager and a copy to the HR Department, on or before their last day of employment, as this provides the employee and Donegal ETB with evidence that property has been properly returned. Donegal ETB reserves the right to make deductions from the employee's final salary payment in the event that the employee fails to return Donegal ETB property.

A Leaver's Checklist is attached for completion by the Leaver prior to leaving the employment of Donegal ETB. This checklist covers all possible Donegal ETB equipment, that the employee may have assigned to them, over the course of their employment. Donegal ETB reserves the right to include additional equipment as may be provided for by Donegal ETB to the employee, during the course of his/her employment. At the end of the employment this equipment will no longer be assigned to the leaving employee and must be returned to Donegal ETB.

It is important that all equipment belonging to Donegal ETB is returned to the Line Manager on or before the last day of employment. All such equipment procured with Donegal ETB funds belongs to Donegal ETB. Donegal ETB retains responsibility for the equipment, its usage (including complying with software licences) and its proper disposal.

3.2 Passwords

If there is Donegal ETB work documentation that is password protected, these passwords should be disclosed to the Line Manager, along with confirmation of the location of the files. Any organisational documents that are stored on the 'My Documents File, should be moved to an appropriate shared drive in consultation with the Line Manager.

3.3 Public Sector Purchasing Card (PSPC)

Public Sector Purchasing Card should be returned to the Head of Finance Operations at Donegal ETB Administrative Offices, Ard O'Donnell Letterkenny. Any receipts and paperwork for transactions not covered by the most recent statement should be forwarded to the Line Manager, pending a final statement from the PSPC provider.

3.4 Books/ETB Documentation/IT Equipment/Mobile Phones

These should be returned to the Line Manager of the Department to which they belong before the last day of employment.

3.5 Keys

These should be catalogued and returned to the line manager on the last day of employment. If an employee fails to return Donegal ETB equipment, by their leaving date, the line manager, in conjunction with the Human Resources Division will have the discretion to decide on further action on a case by case basis.

4. LEAVING ARRANGEMENTS AND COMMUNICATIONS.

4.1 Annual leave

Employees must avail of their annual leave entitlements owing to them by the 31st December of each year. During the leave year in which employment comes to an end, staff are entitled to annual leave on a pro rata basis and are required to take all Annual Leave owing to them prior to the date of leaving. The taking of all annual leave prior to departure must be discussed with the Line Manager suitably in advance of the date of leaving and approved by the Line Manager in the normal way. An employee who is leaving the ETB should avail of annual leave in the form of weeks, days, half days, and reduced working hours in order to ensure no outstanding annual leave exists on the last day of employment.

4.2 Payment in Lieu of Annual Leave (Exceptional Circumstances)

While every effort is made to enable the employee to avail of all annual leave prior to the date of leaving, it may occur, in very exceptional circumstances, that the employee is prevented from taking a small number of annual leave days prior to leaving (e.g. for the purposes of meeting essential/urgent business needs/deadlines which otherwise cannot be delegated to another employee prior to the date of leaving). In these very exceptional circumstances, the remaining annual leave days should be discussed and considered by the employee and his/her Line Manager for possible payment in lieu of Annual Leave.

Payment in lieu of Annual Leave in the above exceptional circumstances will be calculated by Payroll and paid to the employee along with their final salary payment.

Application for possible payment in lieu of Annual Leave prior to leaving the organisation:

4.2.1 The employee will make application to his/her Line Manager, in writing, seeking to convert the total number of remaining annual leave days to payment in lieu of Annual Leave, which otherwise would have been availed of, except for the prevention of same by his/her Line Manager for the purposes of meeting essential/urgent business needs/deadlines which otherwise cannot be delegated to another employee prior to the date of leaving.

4.2.2 The Line Manager will set out in writing, the number of day's Annual leave that remains outstanding and the efforts made by the Line Manager to reduce the remaining Annual leave and the specific reason(s) for preventing the employee from availing of the remainder of Annual leave. The reasons will fall within the parameters set out at paragraph 4.2 above.

4.2.3 The Line Manager will forward details of the employee's Application for payment in lieu together with the Line Manager's own written reason(s) for preventing the employee from availing of Annual Leave prior to leaving. The details must be forwarded in writing (by email or letter format) to the Head of Department/Adult Education Officer/Director/CE as appropriate for consideration.

4.2.4 The Head of Department/Adult Education Officer/Director/CE as appropriate will consult with the Line Manager and if appropriate, with the Department of Education and Skills. Prior to making a final decision.

4.2.5 The Head of Department/Adult Education Officer/Director/CE as appropriate will advise the Line Manager and the employee in writing of the decision.

4.2.6 The Head of Department/Adult Education Officer/Director/CE as appropriate will copy the final decision to HR for action/information as appropriate.

Donegal ETB reserves the right to ensure an employee takes outstanding leave during the notice period, where applicable.

4.3 Lieu Time/Flexi Time

On the termination of employment, salary adjustments will be made arising out of any debits incurred through working flexible hours. No additional payment can be made in lieu of a positive balance of hours accrued through flexitime or lieu time and, therefore, employees should ensure that all flexitime and lieu time accrued is taken prior to the last day of employment, by agreement with their Line Manager.

Where a member of staff leaves Donegal ETB and has taken more leave than they have accrued, payment for this excess will be deducted from their final payment of salary. The appropriate Line Manager will arrange to notify HR where this arises for action by payroll.

4.4 Overpayments outstanding at date of leaving

If an employee has overpayments due to Donegal ETB they should be aware that the outstanding monies will be deducted from their final salary. If their final salary does not cover all of these monies, or if the deduction would cause financial hardship, the employee should contact the Payroll Office as soon as possible to discuss the matter. It may be the case that any pension owed to the employee will be reduced by the remaining overpayment. The Policy and procedures for dealing with the overpayment of Salary is as per Department of Education and Skills guidelines and can be accessed [here](#) and should be read in conjunction with the Leavers Policy, where applicable.

4.5 Training Costs and Fees for Award Bearing Courses

If an employee leaves employment after Donegal ETB has incurred liability for the cost of Training and Development as a contribution to the fees for an Award Bearing Course, the member of staff will be liable to repay some or all of the fee expenses in accordance with the Training and Development Policy. This will be deducted by payroll or the employee will be contacted and asked to make the necessary arrangements for repayment. The Training and Development Policies of Donegal ETB should be read in conjunction with this Policy, where applicable.

4.6 HR

HR must obtain confirmation that all necessary documentation and any Donegal ETB equipment allocated to the employee is being discussed by the employee with their Line Manager and will be returned to the Line Manager not later than the date of leaving. (Please refer to Appendix A attached to this Policy to ensure all Donegal ETB documentation and equipment is returned to the Line Manager prior to leaving.)

Where an employee is planning on changing their address, shortly after leaving employment, they should notify HR in writing so that any final correspondence including their P45 can be forwarded to the correct address.

4.7 Payroll

Payroll will pay the employee's final payments, deducting any outstanding overpayments and paying any Holiday Pay/Annual Leave due at date of leaving subject to the conditions set out in Paragraphs 4.2 and 4.3 of this Policy. Holiday pay due must be confirmed in writing by the Line Manager to the HR Department. Final payments are paid into the nominated Bank Account, on the last working day of the pay period, regardless of when the employee leaves ETB employment. The P45 will also be generated at this time, and cannot be issued prior to the Pay Run as it is system generated.

4.8 Finance:

The Finance Department will arrange for payment of outstanding Travel and Subsistence on-line Claims where applicable. It is essential that you discuss the above with your Line Manager and the Finance Division of Donegal ETB so that the final details can be processed by the cut-off date on which the employee is leaving. Any Travel and Subsistence policy in place should be read in conjunction with this Leavers Policy.

4.9 Pensions

Once the Pensions Department has been notified that a pensionable employee is leaving, the Pensions Department will forward appropriate details to the employee. Further enquiries on Pensions can be made to pensions@doneaglethb.ie.

4.10 Donegal ETB Gmail Account.

Once the employee has been confirmed as a Leaver on the CORE HR system, notification by email will issue from the Donegal ETB HR department to the employee advising that, following a period of 30 calendar days from the date of leaving, their Donegal ETB Gmail account will no longer be accessible. The leaver must arrange to bring to a close all outstanding email correspondence in their inbox/outbox/draft within the 30 day period from the date of leaving.

In exceptional circumstances only it may be possible to obtain a small extension beyond the period of 30 days, should extenuating circumstances arise which requires the employee to continue with ETB-related work. Such extensions can only be actioned with the permission of the employee's Line Manager and approved by Head of Department//Adult Education Officer/Director/CE as appropriate.

The employee must delete any emails of a personal nature held on the Donegal ETB Gmail account prior to leaving. After the 30 day period has lapsed the Donegal ETB Gmail account will either be suspended (recommended) or deleted by the IT Division of Donegal ETB. Donegal ETB will hold no responsibility for any loss of personal emails including email attachments after the employee has left employment and the period of 30 days has lapsed.

The suspension of Donegal ETB Gmail accounts does not apply to employees who are on Statutory Leave of Absence or employees who are availing of Career Break, Secondment or Administrative Leave due to the temporary nature of their absence on leave.

4.11 CORE Portal – Access to Payslips and P60s.

Employees will continue to have access to their payslips and/or P60s after their date of leaving via the Donegal ETB CORE Portal.

4.12 Documents/Files held on Donegal ETB IT Systems

The employee should be aware that all redundant accounts will be removed from our networks. Any files or documents, of a personal nature which are saved under 'my documents' or saved in other folders held on a Donegal ETB computer, may be deleted once the account is removed. The onus therefore is on the employee to remove all personal documentation held on Donegal ETB workplace IT systems e.g. Computer, Laptop, Chromebook prior to leaving employment. Donegal ETB will delete all such personal information from the relevant IT systems once the employee has left employment. Donegal ETB will hold no responsibility for any loss of personal documentation from the date of leaving.

4.13 Donegal ETB Mobile Phone.

When the staff member's employment with Donegal ETB ceases, he/she must return any Donegal ETB mobile handset and/or portable modem devices to the Head of IT. The following Donegal ETB staff are comprehended as having to return DETB Mobile Phone equipment:

- Staff who have reached the end of their Contract;
- Staff who resign;
- Staff who retire;
- Staff on Career Break;
- Staff on Secondment;

If staff members wish to retain their assigned Donegal ETB mobile number, they should contact the Head of IT prior to leaving. The Mobile Phone Usage Policy should be read in conjunction with this Policy.

When a staff member ceases to become an employee of Donegal ETB, access to the ETB tariffs will cease and the staff member will revert to the standard consumer tariffs.

4.14 Meeting with HR

If an employee wishes to raise any specific concerns prior to leaving it is recommended that the employee arrange to meet with the Head of HR with a view to discussing the matter.

4.15 Statement of Service

Employees leaving the service of Donegal ETB may seek a written Statement of Service Letter from the HR Department of Donegal ETB.

This Policy may be updated from time to time arising from the implementation of new processes which impact on employees leaving the organisation.



LEAVER'S POLICY

APPENDIX A

Checklist for consideration and completion prior to date of leaving.

Leaver's Name:

Work Location :

Job Title:

Last day of Work:

Line Manager:

Annual Leave/Lieu Time/Flexi Time:

I confirm that I will avail of all my Annual Leave, Lieu Time and/or Flexi Leave prior to my leaving the employment of Donegal ETB.

Signed:

Employee

Countersigned:

Line Manager

It is important that all property belonging to Donegal ETB is returned to the Line Manager on or before the last day of employment. The list overleaf is a guide and is not exhaustive. Blank lines have been provided to add additional entries, if applicable.

Please indicate on the attached form all property belonging to Donegal ETB which is currently in your possession. Such item(s) must be returned to your Line Manager on or before your last day of work.

**Checklist for consideration and completion prior to date of leaving.
To be completed by the Leaver and countersigned by the Line Manager.**

LEAVERS POLICY

APPENDIX A

Checklist for consideration and completion prior to date of leaving.

Heading	Item	To be returned to the Line Manager stated in Page 9 of this Policy	Date returned	Signature of person receiving item(s) from Leaver
Books	Library Books	Line Manager		
	Books/Journals	Line Manager		
ETB Documents	Please specify docs hereunder	Line Manager		

Heading	Item	To be returned to the Line Manager stated at Page 9 of the	Date returned	Signature of person receiving item(s) from
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		Policy		Leaver
Equipment	Computer(s) and Powerleads	Line Manager		
	Computer Screen(s)	Line Manager		
	Laptop and power leads	Line Manager		
	Keyboard(s)	Line Manager		
	IT Notebook and power leads	Line Manager		
	Chromebook(s) and power leads	Line Manager		
	Mobile Phone and power leads	Head of IT		
State ETB Mobile Number				
	Printer and power leads	Line Manager		
	Overhead Projector and power leads	Line Manager		
	Projector Screen	Line Manager		
	USB/Disk/CD/Video/Recorder	Line Manager		
	Health & Safety Equipment (Specify below)	Line Manager		
	Health and Safety Clothing (Specify)	Line Manager		
Other Please Specify				

Heading	Item	To be returned to the Line Manager stated at Page 9 of this policy	Date returned	Signature of person receiving item(s) from Leaver
Access/Keys	Office/Classroom Keys	Line Manager		

	Car Park Keys	Line Manager		
	Car Park Access Card	Line Manager		
	Swipe Card	Line Manager		
	Locker Keys	Line Manager		
	Filing Cabinet/ Cupboard Keys	Line Manager		
	ETB Vehicle Keys e.g Bus Keys	Line Manager		
Other please specify				

I confirm that I have returned all property in my possession belonging to Donegal ETB.

Signed by Employee		Date:	
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I confirm that the above employee has returned all property belonging to Donegal ETB

Signed (Line Manager):		Date:	
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The Line Manager shall arrange to return a copy of this completed form to the HR Department before the last day of the employee's final date of employment.