



## HUMAN RESOURCES STAFF MEMBER LEAVING UWA EMPLOYMENT

This form notifies Human Resources (HR) that a person is leaving the University's employment. Please forward the completed form, together with any required documents, to HR. Not to be used if employee is moving to another work area within UWA.

Please ensure these documents have been submitted to HR or are attached to this form (*tick boxes to indicate forms attached/already submitted*)

- leave application form, if applicable  
 letter of resignation

NB: Library cards/books, keys, identity cards, etc must be returned before the employee leaves.

### SECTION 1 - EMPLOYEE DETAILS

Employee number  Family name  Initials   
Job title  School/Admin dept.   
Address (postal)  Postcode   
Telephone  Forwarding Email

### SECTION 2 - SEPARATION DETAILS

Official separation date?  (dd/mm/yy)  
Is the employee clearing leave prior to separation? Yes  No  Enter date of last working day

Is the employee on: Purchased Leave Scheme  Deferred Salary Scheme

NB: If the leave application form has not been submitted to Human Resources, please attach it to this form.

Reason for leaving    Expiry  → expiry notification form is:    attached     already sent to HR   
Retirement  → letter of retirement is:    attached     already sent to HR   
Resignation  → letter of resignation is:    attached     already sent to HR   
Other reason  → please specify

Is the employee transferring to another tertiary institution? Yes  No  → pro-rata service at UWA may count towards an accrual at the new institution

Does the employee approve leave? No  Yes  → complete page 2 if approver of multiple staff OR complete [Reporting Relationship Change](#) form if approver of single employee

Please indicate if the employee was NOT rostered to work or was not on approved leave on any of the following public holidays during this year (*tick relevant boxes*).

Labour day     Easter Tuesday     Western Australia day     Queen's birthday

### SECTION 3 - ACCOUNT DETAILS

Was the employee funded by a research grant? Yes  No  → complete account details below

Account to fund outstanding leave entitlements/severance (if applicable)

Business Unit  Project/Grant  Account

### SECTION 4 - ENDORSEMENT

Signature of Approved Delegate (*See HR Delegations*)

Name (*please print*)  Signature  Date (dd/mm/yy)

**HUMAN RESOURCES**  
**STAFF MEMBER LEAVING UWA EMPLOYMENT (page 2)**

This page of the form is to be used when an official approver is leaving UWA and there is a need to assign leave and qualifications approval to a delegated officer, for the staff that currently report to them, until the position being vacated is filled. Official approvers **MUST ENSURE** that the delegated approver is appropriate with regards to the HR Delegations.

**SECTION 5 - ESS LEAVE APPROVAL - TEMPORARY DELEGATION - CURRENT APPROVER**

**HR Employment:** Please pass this page to HR Systems to action.

Employee number  Family name

First names  Ext.

Position title  Position number

BU Description

Current Approval Signature  Date (dd/mm/yy)

**SECTION 6 - TEMPORARY DELEGATE APPROVER**

Employee number  Family name

First names  Ext.

Position title  Position number

BU Description

Start Date (of delegation)  End Date (of delegation)  **OR**  Ongoing

**SECTION 7 - HR SYSTEMS**

Date received

Response to Applicant Date  Processed Date

Processed by

C Level Leave Matrix added  Web Groups added TL  AP