SEPARATION OF EMPLOYMENT
PROCEDURE ©

DOCUMENT SUMMARY/KEY POINTS

- Understand the procedure for when employees are separating from Sydney Children's Hospital Network (SCHN)

- Ensure employees and managers are aware of the documentation required, notice periods, and responsibilities when facilitating the separation of an employee from SCHN

- Aware of the various types of 'separation' and associated NSW Health Policies.

CHANGE SUMMARY

- N/A – New Document.

READ ACKNOWLEDGEMENT

- All managers are to read and acknowledge they understand the contents of this Document.

- All employees are to be aware of this Document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1st July 2015	**Review Period**: 3 years
Team Leader:	Associate Director Workforce Operations	**Area/Dept**: Workforce

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1   Introduction

This document ensures that employees and managers are aware of the requirements when employees separate from employment, including the Award notice periods, the forms required to be completed, and the need for an appropriate handover to occur.

Definition of 'Separation of employment'

Termination of employment by resignation, transfer to another Local Health District/Network or NSW Public Sector agency, retirement, medical retirement, voluntary redundancy, completion of a fixed or other term employment, separation by the course of events (e.g. death of an employee) or dismissal from employment.

1.1   Notice Required for separation of employment

Employees are encouraged to give as much notice as possible, however, the notice period must not be less than that provided by the relevant Award. If an employee fails to give the required notice, all Awards provide for a forfeiture of salary equivalent to the notice period. Alternatively, if SCHN refuses to allow an employee to work out that period of notice it is obliged to pay the employee that amount of money equivalent to the wages that they would have earned had the notice period been worked.

Notice required by the various Public Hospital Awards is as follows:

• Health Employees Conditions of Employment (State) Award	One Week
• Public Health Service Employees Skilled Trades (State) Award	One Week
• Public Health System Nurses' and Midwives' (State) Award	14 Days
• Health Managers (State) Award	One Month
• Staff Specialists (State) Award	One Month
• Public Hospitals (Medical Superintendents) (State) Award	Four Weeks
• Public Hospital (Medical Officers) Award	Four Weeks
• Hospital Scientists (State) Award	28 days
• Public Hospitals (Professional & Associated Staff) Conditions of Employment (State) Award	28 days

1.2   Responsibilities

Employee:

- To provide the relevant period of notice as per their Award

- To complete an electronic separation form via StaffLink

- To complete the paper based separation checklist available on the intranet via the StaffLink Forms and Business Processes.

- To provide a formal handover to line manager

- To participate in an exit interview (voluntary)

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Line Managers:

- To conduct an exit interview with exiting employees who wish to do so.

- To complete the separation checklist *and* forward to hr.schn@health.nsw.gov.au

- Contact IT Services Desk to disable the employees IT account. The Manager should follow up with IT to ensure the account is closed.

Senior Managers:

- To ensure staff have provided the relevant notice period

- To conduct exit interviews if the employee does not wish to undertake the interview with their line manager

Workforce Transactional Services

- To ensure that final payments are processed once the separation e-form and checklist have been submitted

- To notify the appropriate Superannuation Authority when an employee retires

At SCH only:

Nurse Manager Workforce SCH Nursing Services for SCH Nurses only:

- SCH Nurses complete SCH nursing exit survey and make an appointment with Nurse Manager Workforce SCH.

- To conduct an exit interview with exiting employees who wish to do so.

- SCH Nurses complete separation checklist and forward it to Nurse Manager Workforce SCH.

- Contact IT Services Desk to disable the employees IT account. The Manager should follow up with IT to ensure the account is closed.

2 Types of Separation

2.1 Resignation

Resignation from employment is the most common form of separating from employment. To resign a staff member must make an unequivocal statement expressing a clear decision to separate and nominating a specific date as the last date of employment.

2.2 Retirement

In addition to the requirement outlined in 2.1 Resignation, staff considering options for retirement who are members of State Government Superannuation schemes should seek advice from their Superannuation Board regarding the superannuation aspects of their decision to retire. In all cases where a staff member who is a contributor to a State Superannuation fund retires SCHN is required to notify the appropriate Superannuation Authority on the relevant form.

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2.3 Medical Retirement

Employees seeking to separate due to ill health should contact a Workforce Advisor/Consultant/ Manager in the first instance, to discuss options that are available to the employee and/or the possibility of medical retirement.

2.4 Transfer of Leave

Transfer within SCHN does not require a separation form or checklist to be completed.

In accordance with the Leave Matters for the NSW Health Service PD2014_029, employees who separate employment may transfer accrued annual, sick and long service leave entitlements when transferring from or to another Local Health District or NSW Public Sector Service. The arrangements are subject to an employee ceasing with the former organisation and commencing service with the new organisation within two months.

If an employee is transferring within the NSW Health Service, they are retaining the same employer and therefore retain their assignment number and accrued leave entitlements (and cannot elect to be paid the monetary equivalent of accrued annual or long service leave).

If an employee is transferring from NSW Health Service to a NSW Public Sector Service, employees may elect to be paid the monetary value of accrued long service leave on termination if they have reached their seven years, or have their entitlement transferred to the new employing organisation. It is up to the staff member to make this election on their separation e-form.

Sick leave may also be transferred from one NSW Public Sector Service to another; however it cannot be paid out.

2.5 Redundancy

In accordance with Managing Excess Staff of the NSW Health Services PD2012_021 employees who have been offered a voluntary or forced redundancy will follow a similar separation pathway however the Workforce Advisor/ Consultant/ Manager will be involved in the facilitation of the separation.

2.6 Dismissal

In accordance with NSW Health Managing Misconduct PD2014_042 employees who as a result of a disciplinary finding have had their employment terminated from SCHN, will follow a similar separation pathway however the Workforce Advisor/ Consultant/ Manager will be involved in the facilitation of the separation.

3   Procedure of Separation

Refer to [flowchart](#) for more information

1. Separation ideally should be formally notified (i.e. written notification) by the employee.

2. Employee to go to Stafflink and complete the separation e-form (NB: A manager in consultation with the employee may complete on behalf of the employee)

    o   If there are difficulties regarding access to the separation e-form in StaffLink, please contact Workforce Transactional Services

3. Manager and employee jointly complete the paper based separation checklist (accessed via the [Stafflink Forms and Business Processes intranet page](#)).

4. Manager to send completed separation checklist to the Workforce Transactional Services Team (hr.schn@health.nsw.gov.au) for processing. For SCH Nurses the completed separation checklist is sent to the Nurse Manager Workforce SCH.

5. Final payments are issued.

6. Workforce Transactional Services Team sends a monthly report to the following services to ensure closure of accounts.

    o   IT Services;

    o   Learning Development & Education;

    o   Internal Audit;

    o   Transport Services (at CHW & SCH);

    o   HealthShare NSW; and

    o   Revenue

4   Exit Interview

Employees separating from employment should be offered and encouraged to participate in an exit interview. Exit interviews should be conducted between notification of separation and the actual date of separation from employment.

The intention of conducting exit interviews is so SCHN can understand why the employee is leaving and to acquire information to help better manage retention.

Exit interviews are generally undertaken by the line manager of the exiting employee, and for SCH Nurses it is undertaken by the Nurse Manager Workforce SCH. In some circumstances employees may have concerns about undertaking an exit interview with their direct manager. In these circumstances arrangements should be made for a more senior manager to conduct the exit interview.

As a face-to-face process the exit interview provides an opportunity for the manager and employee to have a more detailed conversation about the employee's experiences working at SCHN, the reasons that contribute to their leaving, and what changes may have encouraged the employee to stay. This provides an opportunity for managers to assess recommendation and what changes can be implemented at a local level to improve working conditions and retention of employees.

5   Resources

- [Separation e-form via StaffLink](#)
- Separation checklist (via [StaffLink Forms and Business Processes intranet page](#))
- SCHN Separations PowerPoint Presentation (in draft)
- [Flowchart](#)
- [Guide to completing the Separation eForm](#)
- [Guide to updating/modifying Separation eForm](#)

6   References

1. NSW Health Awards:
   http://www.health.nsw.gov.au/careers/conditions/pages/default.aspx
2. Leave Matters for the NSW Health Service PD2014_029:
   http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_029.pdf
3. Managing Excess Staff of the NSW Health Services PD2012_021:
   http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_021.pdf
4. NSW Health Managing Misconduct PD2014_042:
   http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_042.pdf

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Flowchart

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┌─────────────────────────────────────────────────────────────────┐
│   Employee alerts manager by either verbal or written            │
│   notification prior to completing the Separation e-form and     │
│   Separation checklist                                           │
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Separation e-Form completed electronically via StaffLink	Separation Checklist completed manually – paper based form: located on the StaffLink Intranet.

1. Log into MSS Delegation in StaffLink 2. If employee initiated separation – the form will be located in the 'worklist'. If manager is starting the process open 'Electronic Forms' Separation and complete fields through the e-Form. 3. Assistance in completing the form can be found on StaffLink Intranet. 4. Once complete the form is submitted and approved by Workforce Services / for SCH Nurses by the Nurse Manager Workforce SCH for processing by HealthShare. 5. Form is printed by Workforce Services/ for SCH Nurses by the Nurse Manager Workforce SCH and filed in employee's personnel file.	1. Manager prints the Separation Checklist from the StaffLink Intranet. 2. Manager and employee jointly complete items 1 – 12 on employees last working day. 3. For Item 8, Manager contacts IT Service Desk to disable the employees account. 4. Completed form is emailed to hr.schn@health.nsw.gov.au/ for SCH Nurses to the Nurse Manager Workforce SCH 5. Any ID or property that has been returned to the manager is sent back to the appropriate department. 6. Manager to follow up with IT Services to ensure that the account has been disabled and that the employee has been removed from Stafflink and Kronos.

Separation e-Form Complete	Manual Separation Checklist Complete

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┌─────────────────────────────────────────────────────────────────┐
│ • Managers are responsible for ensuring both forms are           │
│   completed and sent to Workforce Services.                      │
│ • For SCH Nurses it is to be sent to the Nurse Manager           │
│   Workforce SCH to be filed in the employee's personnel file.    │
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┌─────────────────────────────────────────────────────────────────┐
│ Final payment transferred to employees account during the next  │
│ pay period. Any queries contact HealthShare Services            │
│ http://intranet.hss.health.nsw.gov.au                           │
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┌─────────────────────────────────────────────────────────────────┐
│ Workforce Transactional Services Team sends monthly reports to  │
│ IT Services, Learning and Development, Education, Internal       │
│ Audit, CHW Transport, HealthShare Services and Revenue          │
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