



CONTRACT TERMINATION FORM

1. EMPLOYEE DETAILS

Full Name (known as)		Employee Number	
School / Service		Department	
Job title			
Home/Forwarding Address			

2. TERMINATION DETAILS

Date of termination (last day of employment)		Employee to remain employed (eg TA, Casual or multiple contracts)	
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3. REASON FOR LEAVING (select one option)

If retirement		
- Notice of retirement letter attached?		
- Pensions Manager Notified?		
Other (please detail)		

4. DESTINATION -FOR HESA PURPOSES (select one option)

If Institution in the UK please detail		
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5. ANNUAL LEAVE

Leave Outstanding (to be paid in final salary)		Hours
Excess leave taken (to be deducted from final salary)		Hours

6. OTHER

Employee a member of the cycle to work scheme?		Employee a non EEA/UK national with limited leave to remain?		Was the employee a member of the PVG Scheme	
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7. AUTHORISED BY (Head of School/Service):

Signed :		Print Name:		Date:	
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School/Service Contact	
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HR ACTIONS

<input type="checkbox"/> SAP updated	<input type="checkbox"/> Disclosure Scotland notified (if member of PVG scheme)
<input type="checkbox"/> Letter sent to employee	<input type="checkbox"/> Talentlink user – notify HRIS to disable account
<input type="checkbox"/> UKBA notified (if limited leave to remain & sponsored by UoS)	

HR Office Signature:		Date:	
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Guidance Notes

1. EMPLOYEE DETAILS

All sections of this area must be completed fully.

2. TERMINATION DATE

This should be the last day of employment, which may be different from the last day the employee is in the office if they are using annual leave before their final day of employment.

Employee to remain employed – if the employee has a multiple contract or is to remain employed on a teaching assistant or casual contract please provide details.

3. REASON FOR LEAVING

Resignation – the resignation letter must be attached to the form.

End Fixed Term – If the employee has more than 1 years service a letter to confirm the formal meeting has taken place as per the fixed term employee's policy.

Retirement – the notice of retirement letter from the employee should be attached to the form.

Other – if any other reason for leaving please provide detail, e.g. redundancy or dismissal.

4. DESTINATION

The Higher Education Statistics Agency (HESA) requires the University to hold and report on employee information including where leavers go once they have left the University. This information is also provided to the UKBA for individuals who have held a work permit.

5. ANNUAL LEAVE

Leave entitlement should be taken within the period of employment in consultation with Head of School/Service Director. Payment of accrued leave entitlement will only be made in exceptional circumstances where leave could not be taken within the notice period and has been agreed by the Head of School/Service Director.

6. OTHER

Cycle to Work Scheme – this should be confirmed with the employee.

Non EEA/UK National with limited leave to remain– We are required by UKBA to notify them of any employees who we sponsor who leave our employment.

PVG Scheme -

7. AUTHORISED BY

Must be signed by Head of School/Service or delegated nominee.

School/Service Contact – named individual HR or Finance can contact in case of queries.

Any forms that are incomplete or not fully authorised will be returned to the School or Service.