



NOTICE OF RESIGNATION OR RETIREMENT OF A DEPARTMENT EMPLOYEE

Section 1: EMPLOYEE DETAILS

Person ID Family Name Given Name(s)
 Location Location Number
 Job Title Classification
 Telephone E-mail
 Address *for communications and forwarding payment summaries etc.* Postcode

Nominated resignation/retirement date **dd/mm/yyyy**

Are you currently on leave? Yes No

If "Yes", indicate dates
 to

Reason for ceasing duty (eg. retirement, resignation - refer to page overleaf for termination reason). *If resigning, please provide the specific reason.*

I would like an exit interview*: Yes No **Refer to page overleaf. If "Yes", please negotiate this with your line manager.*

I intend to retire or resign and hereby apply for any leave accruals and/or salary owing to me.

(Signature of Employee) _____
(Date)

Section 2: TO BE COMPLETED BY LINE MANAGER

(Print Name) _____
(Signature)

(Position) _____
(Date)

Section 3: DELEGATE APPROVAL

For processing of termination

1. Resignation / Retirement approved from (dd/mm/yyyy)

Without Penalty

With Penalty No. Days:

2. Long Service Leave pursuant to Section 19 & 21 of the Education Act, 1972

RR0141 - Termination of Employee completed

(Name)

(Delegate Signature) _____
(Date)

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USER GUIDE

Notice of Resignation and Retirement

Teachers who are resigning/retiring are required to provide notice of 20 working days. The notice of resignation is deemed to be received on the day on which the teacher gives notice to the principal/director.

A schooling sector teacher who resigns breaks continuity of service for the purposes of long service leave [s22(2) Education Act 1972] and sick leave entitlements. Any eligible LSL entitlement accrued will be paid to the teacher. Should the teacher be re-employed by DECD also as a schooling sector teacher (permanent, contract or relief), their prior service accrued up to the date of the previous resignation will not be recognised and the accrual of their LSL and sick leave entitlements if applicable will commence afresh.

Guide to termination reason for Education Act teachers:

- Retire - An officer may retire on or after the day on which he/she reaches the age of fifty-five years (Education Act s25)
- Resign – An officer under the age of 55 should use the resignation reason.

Note: Employees appointed on a contract basis and/or into temporary casual positions can elect to be paid out for accrued leave, either to take effect at the end of their contract or as at their last claim worked in a school year, whichever occurs later, without having to formally resign. In this instance, a request for payment should be made directly to Shared Services SA, via email payroll05@sharedservices.sa.gov.au

Ancillary staff intending on resigning/retiring must give the following notice:

- Less than 1 year of continuous service requires 1 week notice
- More than 1 year of continuous service requires 2 weeks notice

Manager's Checklist

This Checklist can be found in the Employee Exit Procedures HR05.

Exit Report/Interview

It is important to ensure that employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work, either through a written Exit Report or face-to-face Exit Interview. Feedback received via either of these methods must be reviewed and considered in relation to departmental policies and procedures. This will enable workgroup managers to have more effective control over workgroup resources and ensure that existing employees are informed of and formally acknowledge their ongoing obligations with regard to confidentiality and intellectual property rights.

Exit Interview

The workgroup manager is to offer the employee the option of an exit interview. The workgroup manager will normally conduct these interviews. The employee may complete the Employee Exit Report at this interview or notes may be taken and confirmed by both parties. Completed forms are to be kept at the workgroup manager's site.

Exit Report

The workgroup manager is to provide each employee who is leaving the department with the Employee Exit Report. The employee is to be invited to complete the report. Any reports completed by employees are to be kept at the work site unless further action requires escalation to the appropriate management level.

Please refer to the Employee Exit Procedures HR05 for more information.

Superannuation Enquiries

Queries relating to superannuation funds/contributions need to be referred to Super SA on 1300 369 315 or (08) 8207 2094 or visit their website at www.supersa.sa.gov.au.