



# Staff Leaving Employment Policy

## Purpose

To set out a clear procedure for all parties when an employee leaves Unitec. This policy is designed to ensure that:

- All employees have the opportunity for an exit interview to ascertain the reasons for leaving, and to find ways of working that could be improved at Unitec, to make Unitec a better place to work. The advantages to Unitec and to the employee should be emphasised and participation encouraged.
- Unitec items to be returned are not limited to but include items such as; class materials, key, access cards, P cards, text books, library books, computer equipment, mobile phones, chargers.
- No employee continues to be paid after they have left employment with Unitec.

---

## Scope

This is a Unitec-wide policy and applies to all employees

---

## Policy Statement(s)

### 1. Notification of Resignation

An employee wishing to resign should give notice in writing of their intention to resign to their Manager. This notice should indicate their intended last day of work.

#### 1.1 Notice Periods

All employees must give the required period of notice of termination outlined in their employment agreement. Lesser notice periods can be mutually agreed but Managers need to consider the operational effects on their department.

The Manager should liaise with the relevant HR Business Partner to confirm the last day of work, and send the resignation letter along with the confirmed last day of work to Human Resources.

### 2. Exit Interview

#### 2.1. Invitation

Human Resources will process the resignation and the employee will receive confirmation of the resignation and advice around bonding and insurance if applicable. This communication will include a link to the on-line Exit Interview Questionnaire.

**2.2. Exit Interview Documentation**

All completed exit interview documentation will be collated by Human Resources for reporting on trends.

**2.3. Collation of Results**

The information from Exit Interviews will be treated as confidential unless the employee consents otherwise in writing. The Executive Director – People and Infrastructure will be responsible for presenting collated results to Senior Leadership.

**3. Employee Clearance****3.1. Completion of Employee Clearance Form**

Employees must complete an [Employee Clearance Form](#) on or prior to (if appropriate) their last day of work. This form must be signed by the designated employee and their line manager and sent to the Payroll Department before their final pay is processed.

**3.2. Cost of Outstanding Items**

The cost of any outstanding items may be deducted from the employee's final pay.

**4. Employee Information on Human Resource Management Information System****4.1. Clearing Down of Balances**

The Payroll Department will be responsible for ensuring that the termination processes are recorded in the HRIS.

**5. General**

The Executive Director – People and Infrastructure has the delegated authority to update any forms or appendices associated with this policy.

---

**Associated Procedures and Documentation**

[Managing Departures Section of Manager's Toolkit](#)

[Exit Interview Questionnaire](#)

[Employee Clearance Form](#)

## Approval Details

<b>Version number (this version)</b>	6	<b>Issue Date (this version)</b>	January 2021
<b>Version History (Amendments made to this version)</b>	Date of amendment/s: 1. June 1999 2. Jan 2007 3. Dec 2008 4. June 2011 5. May 2016 6. Jan 2021	Amendment/s: 1. Initial Approval 2. Reformatted for placement on Staff Portal 3. Nomenclature changes to reflect change in organisational structure 4. To reflect change to HR position titles and HRMIS (PeopleSoft) upgrade 5. To reflect changes to organisational structure 6. Updated links and wording tweaks	
<b>Approval authority</b>	Executive Leadership Team	<b>Date of Approval</b>	Jan 2021
<b>Policy Sponsor (Has authority to approve minor amendments)</b>	Director – HR Operations	<b>Policy Owner</b>	Human Resources
<b>Contact Person</b>	HR Business Partners	<b>Date of Next Review</b>	Jan 2023