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Voluntary Severance Scheme

**Introduction**

On 23 April the President and Vice-Chancellor [wrote to you](https://www.staffnet.manchester.ac.uk/news/display/?id=23975) about our University’s financial position and the serious financial implications of the COVID-19 pandemic, including the steps the University has taken in the immediate term to mitigate the impact. Since then we have provided a further update about our [scenario planning](https://www.staffnet.manchester.ac.uk/news/display/?id=24072) and, following consultation by the University with the trade unions, we are opening up a number of voluntary measures to reduce our pay costs.

We are introducing these measures now to help to mitigate the scale of further action that will likely be needed later when we know the full impact of our student numbers on our financial position in October 2020.

One of these measures is a Voluntary Severance Scheme which opens on 21 May 2020 and applications can be made from that date. It will run until 31 July 2020, at which point, or a date soon after, successful applicants will be expected to leave the University. It is highly unlikely that we will be able to offer further voluntary severance schemes for the foreseeable future.

**Process**

All applications must be made through the corresponding application form (enclosed).

* Applicants should complete Section 1 of the form (“Applicant Details”) and submit to the designated line manager in their area
* The designated line manager will complete Section 2 ("To be completed by designated line manager”) and submit to [hrprogrammes@manchester.ac.uk](mailto:hrprogrammes@manchester.ac.uk)
* All applications must be received by 5pm on 31 July 2020

Applications will be considered by the designated senior manager for the area and a HR representative, or a panel of designated senior managers. Applications will be considered at regular intervals during the VS period, and individuals will be notified of decisions as they are made.

Applications will be considered on the basis of the University’s operational requirements, whether the skills, knowledge and/or experience of individual applicants should be retained by the University, and the potential costs to the University of accepting or rejecting individual applications. Applicants will be notified of the outcome as soon as practically possible once a decision has been reached.

**Re-employment**

Under the provisions of this Scheme, successful applicants will not be eligible to re-join the University or an Associated Employer\* in any paid capacity directly or indirectly (including agency work) for a period of at least three years from the leaving date.

(\* includes any subsidiary company of the University and also has the meaning given to it by section 231 of the Employment Rights Act 1996 and Regulation 35(7) of the Working Time Regulations 1998.)

**Voluntary Severance**

The terms of the package are as follows:

* Up to four years continuous service – four months basic salary
* Between four years and ten years continuous service – seven months basic salary
* Beyond ten years continuous service – ten months basic salary

All Voluntary Severance payments will be based on your substantive salary. Payments will be inclusive of statutory redundancy provision and any pay in lieu of notice due[[1]](#footnote-1), and will be subject to HMRC rules.

Successful applicants will be required to enter into a legally binding settlement agreement with the University. You will need to take legal advice before you are able to sign any settlement agreement, and for this purpose the University will pay the legal adviser of your choice up to a maximum of £350.00 plus VAT.

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VOLUNTARY SEVERANCE APPLICATION FORM

Applicants should complete Section 1 and pass to their line manager for approval. The line manager should then complete Section 2 and submit the form to [hrprogrammes@manchester.ac.uk](mailto:hrprogrammes@manchester.ac.uk) by **5pm on 31 July 2020.**

**Please return application forms as Word documents wherever possible.**

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| **SECTION 1: APPLICANT DETAILS**  (If you are currently on secondment, please provide details in relation to your substantive post) | | | |
| Title: Choose an item. | Forename Click or tap here to enter text. | | Surname Click or tap here to enter text. |
| Employee No. Click or tap here to enter text. | | Substantive Job title: Click or tap here to enter text. | |
| Substantive Grade: Choose an item. | | Substantive Faculty/Directorate: Choose an item. | |
| Applicant comments (If applicable): Click or tap here to enter text. | | | |

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| **SECTION 2: TO BE COMPLETED BY DESIGNATED LINE MANAGER**  *(If the individual is on secondment, this section should be completed by the substantive line manager with input from the secondment line manager)* | |
| I support this application Choose an item. | |
| Please provide rationale for the decision: Click or tap here to enter text. | |
| **If NO:** | |
| Please confirm if this on the basis of:  Operational requirements  Skills, knowledge and/or experience of the individual should be retained | |
| If **YES**: | |
| What is the proposed leaving date: | Click or tap to enter a date. |
| If the proposed leaving date is later than 31 July 2020 please provide rationale: | Click or tap here to enter text. |
|  | |
| Manager name:Click or tap here to enter text. | Job title:Click or tap here to enter text. |
| **Designated line manager should submit the form to hrprogrammes@manchester.ac.uk** **Please return application forms as Word documents wherever possible** | |

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| **SECTION 3: TO BE COMPLETED BY HR** | | |
| Date of continuous employment | Click or tap to enter a date. | Completed years of service Click or tap here to enter text. |
| Contract type: | Choose an item. | End date if fixed term:  Click or tap to enter a date. |
| Gross annual salary (substantive post) | £Click or tap here to enter text. | Next increment due  Click or tap to enter a date. |
| Voluntary severance amount | £Click or tap here to enter text. | |
| Total cost of VS payment including any pension costs | £Click or tap here to enter text. | |
| Any additional circumstances to note if applicable: (e.g. future agreed changes to hours) | Click or tap here to enter text. | |

Applications will be considered by the designated senior manager for the area and a HR representative, or a panel of designated senior managers.

Applications will be considered at regular intervals during the VS period, and individuals will be notified of decisions as they are made.

1. Pay in lieu of notice will be the amount of your contractual notice period (if any) which you do not work, between the issue of the settlement agreement and your last day of employment [↑](#footnote-ref-1)