

How to manage a resignation

When an employee resigns from their post at the University, the manager has several responsibilities.

Firstly, have a conversation with the individual. Clarify the reasons for leaving and whether this is actually a resignation.

- If the individual holds one or more posts and is giving them all up this is a resignation.
- If the individual holds two posts but is only giving up one, this will be processed as a resignation from that post. HR Services will need clarity therefore from the individual on which post they are resigning from.
- If the individual holds one post only at the University, and is leaving you to take up another post at the University, this is **not** a resignation. You do not need to inform HR, as they will be informed of the change via a New Appointment Form from the individual's new line manager. (You may however wish to use the Exit Checklist to ensure that a full handover takes place and keys, equipment etc are returned).

Signpost them to the guidance for leavers on Staffnet: <https://www.staffnet.manchester.ac.uk/human-resources/current-staff/leaving-the-university/> as this will help them understand their responsibilities before they leave.

Ensure that a written copy of the resignation is received (email will suffice).

Confirm with the member of staff their final day of work, in accordance with the period of notice during the contract of employment. Notice period varies by staff group and grade, and can be found along with other terms and conditions here: <https://www.staffnet.manchester.ac.uk/human-resources/current-staff/pay-conditions/terms-and-conditions-of-employment/>.

Re-calculate and confirm to them their annual leave entitlement based on their leaving date, using the annual leave calculator: <http://www.hrcalculator.manchester.ac.uk/>.

Where a leaver has accrued annual leave but has not taken it, this can be paid to them in addition to their final salary. You may alternatively ask the individual to take their annual leave during their notice period. Conversely, the individual may have overspent annual leave not yet accrued. Agree with them the amount to be paid or deducted.

You should then inform HR Services by completing the Leavers form which is available [here](#). Ensure that you have to hand:

- The employee's full name
- The employee's ID
- A copy of the written resignation
- The last day to be paid
- Annual leave to be paid/deducted

It is essential that you inform HR Services about the resignation before the [payroll deadline](#) for the last month in which the individual will be paid. If you do not, they will be overpaid and the University will have to write to them to recover the payment via its Debt Recovery procedures.

The resignation will be acknowledged in writing by HR Services. HR will arrange deductions to be made from the final salary in respect of loans, past overpayments or salary sacrifice arrangements (for example season tickets). HR Services are responsible for notifying benefit providers and payroll, as well as issuing a P45.

The individual will be provided an opportunity to complete a confidential leaver's questionnaire and invited to speak with either you or a member of HR in confidence as part of an Exit Interview; you must arrange this if they request one with you.

It is the responsibility of the manager to ensure the return of all University property including laptop, mobile phone, keys and ID badge. The manager should also make arrangements for an appropriate work handover, and all relevant files / work to be saved into shared folders to ensure continuity of work. An online managers' checklist is [here](#) and a link is also sent to managers on submission of the Leaver's form. It is mandatory that managers complete it for all staff leaving the University.

Agree with the member of staff how they would like their resignation to be communicated to colleagues or students and action accordingly.