| To be completed by the Line Manager |
| --- |
| **Name** |  |
| **Employee number** |  |
| **School/Dept/Inst.** |  |
| **Post title**  |  |
| **Last day of service** |  |
| **Last working day** |  |
| **Home address for correspondence (e.g. P45 and final payslip)** |  |
| **Amount of outstanding leave to be paid on termination** |  | **Amount of overspent leave to be deducted on termination** |  |
| **Budget code to which outstanding leave can be charged** |  |
| **Does the employee currently have a Season Ticket or Cycling Loan?** | [ ]  Yes [ ]  No (If yes, please provide details below) |
|  |
| **Reason for leaving** (Tick appropriate box) [ ]  Resignation [ ]  End of temporary/fixed-term contract [ ]  Retirement on pension [ ]  Early retirement [ ]  End of fixed-term contract (redundancy) [ ]  Dismissed [ ]  Voluntary redundancy [ ]  Compulsory redundancy [ ]  Unsatisfactory probation [ ]  Death in service [ ]  Other reason [ ]  Ill-health retirement |
| **Remarks** (For HR in case of redundancy) |  |
| **Activity and Location after Leaving** *(Please note: This section is mandatory as it is required for HESA purposes)* |
|  [ ]  Working in a Higher Education Institute [ ]  Working in another education institute  [ ]  Working in a research institute (private)  [ ]  Working in a research institute (public)  [ ]  NHS/Gen medical/Gen dental practice  [ ]  Working in another public sector org [ ]  Working in the voluntary sector  | (01)(02)(03)(04)(05)(06) (07)  |  [ ]  Working in the private sector  [ ]  Self-employed [ ]  Registered as a student [ ]  Retired [ ]  Not in regular employment [ ]  Not known | (08)(09)(10)(11)(12)(90) |
|  [ ]  England  [ ]  Wales  [ ]  Scotland  [ ]  Northern Ireland [ ]  UK (not otherwise stated) | (1)(2)(3)(4)(5) |  [ ]  Other EU  [ ]  non-EU  [ ]  Not known [ ]  Information refused | (6)(7)(8)(9) |
| Signatures |
| Employee |  | Date |
| Line Manager |  | Date |

**Please complete and return this form to your designated HR Operations** [**central email inbox**](https://hr.qmul.ac.uk/oleeo/hr-recruitment--hr-operations-team/)**.**