



Policy on resignation and periods of notice

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Unless otherwise agreed in writing the period of notice required by members of staff and the University to terminate an appointment will be as follows:

1. Staff in post as at 30 June 2010

By Members of Staff

Grade	8/9/10	7	6	2/3/4/5
Employment contract	Academic & academic related¹	Academic	Academic relates	Support
During probation	1 month	1 month	1 month	1 month
Fixed-term²	3 months	3 months	1 month	1 month
Permanent	6 months	6 months	3 months	1 month

¹ Academic related staff includes – P&M Staff, Research Staff and Teaching Staff

² Includes staff who are employed on open ended, fixed funding employment contracts

By the University

Grade	8/9/10		7		6		2/3/4/5
Employment contract	Academic & academic related¹	Academic	Academic relates		Academic related	Support	Support
During probation	1 month	1 month	1 month		1 month		Less than 4 years service = 1 month
Fixed-term²	3 months	3 months	3 months	See Support staff grades 2-5	3 months	See Support staff grades 2-5	More than 4 years but less than 12 years service = 1 week for each year's continuous service
Permanent	6 months	6 months	3 months		3 months		More than 12 years continuous service = 12 weeks

2. Newly appointed staff and existing staff who are promoted or move to another graded post which has a different notice period from 1 July 2010

By Members of Staff

Grade	8/9/10		7		6		2/3/4/5
Employment contract	Academic & academic related	Academic	Academic relates		Academic related	Support	Support
During probation	1 month	1 month	1 month	1 month	1 month	1 month	1 month
Fixed-term	3 months	3 months	3 months	3 months	3 months	3 months	1 month
Permanent	6 months	6 months	3 months	3 months	3 months	3 months	1 month

By the University

Grade	8/9/10		7		6		2/3/4/5
Employment contract	Academic & academic related¹	Academic	Academic relates	Support	Academic related	Support	Support
During probation	1 month	1 month	1 month	1 month	1 month	1 month	Less than 4 years service = 1 month
Fixed-term²	3 months	3 months	3 months	3 months	3 months	3 months	More than 4 years service, but less than 12 years service = 1 week for each year's continuous service
Permanent	6 months	6 months	3 months	3 months	3 months	3 months	More than 12 years continuous service = 12 weeks

3. Resignations by members of staff

- 3.1. Letters of resignation by members of staff should be sent to the Head of School/Service. As soon as details of a resignation are known the Head of School/Service should arrange for:
- 3.1.1. the acceptance of the resignation in writing;
 - 3.1.2. the completion of form a Termination Form (http://hr.leeds.ac.uk/download/downloads/id/231/termination_form);
 - 3.1.3. the Termination Form form to be forwarded to Human Resources together with a copy of the resignation and acceptance letters.

4. Staff on fixed term contracts

Where an appointment is for a fixed-term, the contract of employment will finish on the end date stated in the letter of appointment. The contract may be terminated before this date by either the individual or the University with notice being given as described in section 1 above.

5. Holiday on resignation

Staff on open ended contracts

On resignation, payment may be made for any unused holiday entitlement within the current holiday year. If, however, you have taken more holiday than your entitlement at the time your contract ends, the University reserves the right to reduce your final salary by an amount equal to the overtaken leave.

Staff on fixed-term contracts²

Holidays must be taken before the end of the appointment. If you resign early and your date of leaving is before the end of the fixed term, payment may be made for any unused holiday entitlement within the current holiday year. If however, you have taken more holiday than your entitlement at the time your contract ends, the University reserves the right to reduce your final salary by an amount equal to the overtaken leave.

Further information on holidays can be found at http://hr.leeds.ac.uk/staff_information.

6. Further information

Further information about resignations and notice periods can be obtained from your [Faculty/Service HR Manager/Officer](#).

If you require this document in an alternative format (for example braille, large print or e-text) please contact Human Resources at hr@leeds.ac.uk.