**Human Resources**

**Policy on removal expenses**

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# Qualifying criteria

* 1. The University will contribute to removal expenses incurred by new members of Academic and Academic-Related (Professional and Managerial) staff who:
     + accept a position for two years duration or more, which is University funded;
     + accept a position that has been advertised nationally (this includes the University website and jobs.ac.uk);
     + at the time of appointment (i.e. date of letter of appointment) live outside a radius of 25 miles from Leeds (LS2) and who move to within such a distance to take up the post.

# Key principles

* 1. For qualifying staff the University will reimburse the cost of moving household effects only (by surface freight), the cost of storage (up to a maximum period of six months) and insurance costs (while effects are in transit or storage). The costs must be reasonable and up to a maximum of £5,000\*.
  2. In addition, new staff joining the University from overseas will receive full reimbursement of economy class fares for all members of the immediate family, i.e. spouse/partner and children.
  3. Expenses are normally paid only in respect of an initial appointment and must normally be claimed within 12 months of taking up the appointment.
  4. In the case of University-funded appointments of less than two years or appointments supported from outside funds, the University will not normally make a contribution towards removal expenses. However an ex-gratia payment may be made where special circumstances obtain and staff who wish to make a case for such a payment should write to the appropriate Faculty Dean or Head of Service.

**\*For University Grade 10 appointments, please contact David Brett in HR, email** [**d.j.brett@adm.leeds.ac.uk**](mailto:d.j.brett@adm.leeds.ac.uk)**, for confirmation of maximum costs and storage limits.**

# Procedure

* 1. Staff entitled to claim for removal expenses should first contact the Faculty/Service contact where are based or for staff in the Faculty of Medicine and Health please contact the Faculty HR Office. You should then contact the approved contractors (listed below) and obtain quotes from all on the list. This must be done using the email distribution lists that can be found at the end of this document.
  2. The University will pay the lowest quoted figure, up to a maximum of £5000.
  3. The quotes should be forwarded to the Faculty/Service contact, who will make the arrangements for the University to be invoiced direct from the contractor and no cost should be incurred by the individual.

# Reimbursement to the University

* 1. The University is entitled to recover removal expenses from all staff who, of their own volition, terminate their employment with the University within the first two years of their contract. However, the University will not seek to recover expenses from staff granted an ex gratia payment on a discretionary basis.
  2. Removal reimbursements are calculated as follows:
     + Employees who leave within 12 months of their start date repay 100%.
     + Employees who leave between 13 and 18 months and repay 75%.
     + Employees who leave between 19 and 24 months repay 50%.

# Approved contractors

Britannia Bradshaw

Restore-Harrow Green

Specialised Movers

We advise you take out separate insurance to cover any specialised items or antiques, in addition to the standard insurance provided by the removal supplier. These additional costs can be claimed back from your removals allowance, assuming sufficient funds are available.

Email distribution list below to be used for quote requests (please note: this template may not work on Apple devices):

