|  |
| --- |
| **PERSONAL DETAILS** |
| Surname |  | First Name(s) |  |
| Department  |  | Payroll reference number (found on payslip/ID card) |  |
| Correspondence Address  |  | NI Number |  |
| **Important Information:**1. Please ensure you login to iTrent Employee Self Service (iTrent ESS) [here](https://payroll.rvc.ac.uk/tlive_ess/ess/dist/#/main/home/dashboard) to change the email address set up to receive your payslips to a personal one (so that you can receive your final payslip).
2. As you will not have access to MyHR ESS after your employment end date, you will need to download any historic payslips/P60s before you leave.
3. Please note that outstanding monies owed to the RVC (loans, travel/bike schemes, visa reimbursement, relocation, overtaken holiday, training bonds etc (this is not a definitive list)) will be deducted from your final payroll.
4. Your P45 will be sent out by payroll to the home address we have on file at the end of the month that you leave the College.
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| **SECTION A - LEAVING DETAILS** |
| Employment end date: |  | Are you currently sponsored by the College? (sponsored on a skilled worker visa / GAE visa) | [ ]  Yes [ ]  No |
| Are you employed through a Research Grant?  | [ ]  Yes [ ]  No | **If yes**, please ensure you have informed the Research Office that you are leaving. | [ ]  Yes  |

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| **SECTION B – HESA Declaration**The following information is used for the annual statistical returns to the Higher Education Statistics Agency (HESA), so it is essential that these sections are completed. Any reports produced using this information are anonymised.  |
| **Activity** after leaving - Please ⌧ the relevant box.  |
| Other Higher Education Institution  | [ ]   |  please provide details |  |
| Research Institute (PUBLIC Sector)  | [ ]   | please provide details |  |
| Research institute (PRIVATE Sector)  | [ ]   | please provide details |  |
| Student (please provide institution details) | [ ]   | please provide details |  |
| NHS/General medical or general dental practice in UK | [ ]  | please provide details |  |
| Private industry/commerce | [ ]  | please provide details |  |
| Not in regular employment/or between jobs | [ ]  |  |
| Other Public Sector | [ ]   | Voluntary sector | [ ]  | Self employed | [ ]  | Retirement | [ ]  |

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| Location after leaving - Please tick the relevant box.  |
| England | [ ]  | Wales | [ ]  | Scotland | [ ]  |
| Northern Ireland | [ ]  | EU | [ ]  | Non-EU | [ ]  | Do not wish to disclose | [ ]  |

 …/ please progress to page 2.

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| **SECTION C – RESIGNATION Declaration****In completing the reasons for resigning, you should be honest and candid. Such data will be anonymised, aggregated with others, and used for trend analysis to inform retention activity and organisation development improvements.**  |

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| Are leaving the RVC for reasons of **Resignation?** [ ]  Yes [ ]  NoIf **No**, please move straight to Section D, the signature section, at the end of the form.If **Yes,** please [x]  up to a **MAXIMUM of 3 reasons** which has led to your resignation, indicating your priority 1,2,3, **(1= primary reason)****Career**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Looking for career change | [ ]   | Priority |  | Looking for a new challenge | [ ]   | Priority |  |
| Undertaking more education  | [ ]   | Priority |  | Limited or no opportunity to progress  | [ ]   | Priority |  |
| Unclear on my role/responsibilities  | [ ]   | Priority |  |  |

**Remuneration**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Better Salary | [ ]   | Priority |  | Better Benefits | [ ]   | Priority |  |

**Personal Reasons**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Health Reasons | [ ]   | Priority |  | Family reasons/Caring responsibilities | [ ]   | Priority |  |
| Easier commute to work | [ ]   | Priority |  | Not returning from Maternity leave | [ ]   | Priority |  |
| Relocation within the UK | [ ]   | Priority |  | Relocation outside the UK | [ ]   | Priority |  |

**Work/Life Balance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Seeking more flexible working | [ ]   | Priority |  | Seeking opportunity for hybrid working | [ ]   | Priority |  |
| Feeling stressed/too much work | [ ]   | Priority |  | Don’t want to work shifts/weekends | [ ]   | Priority |  |

**Organisational Culture**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Uncomfortable with RVC Culture | [ ]   | Priority |  | Impact of recent org. changes/ or restructure | [ ]   | Priority |  |
| Job Insecurity | [ ]   | Priority |  | Poor Senior leadership | [ ]   | Priority |  |
| Poor Line Management | [ ]   | Priority |  | Poor Team dynamic/conflict with others  | [ ]   | Priority |  |
| Have experienced /or witnessed bullying/ or harassment/ or inappropriate behaviours | [ ]   | Priority |  |

**Engagement**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Feel undervalued/unheard | [ ]   | Priority |  | Feeling disconnected from Organisational vision/ strategy/ direction/ policies | [ ]   | Priority |  |
| Lack of trust/transparency/ empowerment | [ ]   | Priority |  | Lack of feedback/ recognition/ appreciation | [ ]   | Priority |  |

**Training & Development (T&D)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lack of T&D opportunities | [ ]   | Priority |  | Lack of CPD opportunities | [ ]   | Priority |  |
| Not given time for my own training/personal development | [ ]   | Priority |  |

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| **SECTION D - SIGNATURE** |
| Signature of Leaver  |  | Date |  |

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| --- |
| FOR HR OFFICE USE ONLY |
| HR Data Input  | [ ]  | Date |  | HR Data Input Checked by | [ ]  | Date |  |
| Payroll Input  | [ ]  | Date |  | Payroll Data Input Checked by  | [ ]  | Date |  |

 **Other Notes:**