Please complete this form and email it to both your line manager and [hr@rvc.ac.uk](mailto:hr@rvc.ac.uk).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | |
| Surname |  | First Name(s) |  | |
| Department |  | Payroll reference number (found on payslip/ID card) | |  |
| Line Manager |  | Head of Department | |  |
| Correspondence Address |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESIGNATION DETAILS** | | | | | | | | | | | | | |
| Date of resignation (today’s date) | |  | | | Date of notification of resignation to manager (if different) | | | | | | |  | |
| RVC Start Date |  | | Contractual Notice Period\* | | |  | | | | Contract end date  (date to be paid to) | | |  |
| Last day of employment if different to contract end date | |  | | | Please state reason | | |  | | | | | |
| Resignation rationale and any comments | |  | | | | | | | | | | | |
| Estimated holiday balance up to the end of contract ([Login to ESS](https://payroll.rvc.ac.uk/tlive_ess/ess/dist/#/main/home/dashboard))  # See notes below: Holiday | | Estimated Days still due | |  | | | Estimated Days overtaken | |  | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **LEAVER SIGNATURE** | | | |
| Signature |  | Date |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FOR HR OFFICE USE ONLY | | | | | | | | |
| Notes: |  | | | | | | | |
| HR Data Input | |  | Date |  | HR Data Input Checked by |  | Date |  |

**Notes:**

**Contractual Notice Periods**: Employees should refer to their latest personal contract of employment to ensure they are accurately providing the correct notice period for resignation. Normally, full notice periods must be worked to enable the line manager time to replace a leaver/ recruit accordingly. In exceptional circumstances, with the Head of Department’s consent, some of the notice period may be mutually waived and the contract end date amended.

**Guideline RVC Notice Periods – please check you personal contract of Employment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Grade | Notice  Period | Notice During Probation |  | Category | Grade | Notice  Period | Notice During Probation |
| Professional | 1-5 | 1 month | 1 week |  | Staff Clinician | 6-8 | 3 months | 1 month |
| Nurse | 1-5 | 2 months | 1 week |  | Lecturer/Senior Lecturer | 6-8 | 1 month in 1st year of probation | |
| Professional | 6-8 | 3 months | 1 month |  | Lecturer/Senior Lecturer | 6-8 | 2 months in 2nd year of probation | |
| Nurse | 6-8 | 3 months | 1 month |  | Lecturer/Senior Lecturer | 6-8 | 4 months | On confirmation of post |
| Vet Surgeon | 6-8 | 3 months | 1 month |  | Professorial | 9 | 6 months | 3 months |
| Teaching Fellows | 6-8 | 3 months | 1 month |  | Professional | 9 | 6 Months | 3 months |

**Holiday:** Outstanding holiday should normally be taken during the notice period. Where this may cause operational issues regarding covering the work/handovers, the RVC reserve the right to pay some/all outstanding holiday as appropriate.

***How do I calculate my Holiday Balance?***

As a rough guide, permanent, full-time employees will be entitled to an average of 2.5 days holiday per complete month. Part-timers would need to multiply the FT holiday entitlement by their FTE hours e.g. 0.8.

*Example: If you are leaving 31st July, the entitlement would be 6 months (February – July) X 2.5 = 15 days (= 105 hours)*

*A employee working 28 hours pw (0.8 FTE) would multiple these 15 days by 0.8 = 12 days ( = 84 hours)*

In both cases, you would add any C/F days and subtract any days already taken/booked or planned before the leave date.