

Leaving Hanover Policy

Version Number	3
Revision Date	23 November 2022
Department	Business Support & Transformation
Author	HR Business Partner
Reason for Policy Creation/Revision	Legislation updates and policy review
Data Protection	This policy complies with our Data Protection Policy & Procedures.
Equalities	This policy ensures that we have equal protection in place for employees
Sustainability	N/A
Proof Read By	Head of HR and OD
Date Approved	31 January 2023
Approved By	SMT
Next Review Due	31 January 2026 or following legislation changes
Audience – Training and Awareness Approach	Manager awareness will be required
Effective Date	7 February 2023
Internal References – Policies & Procedures (Located on The Hub)	<ul style="list-style-type: none"> • Code of Conduct • Disciplinary policy and procedure • Death in Service • Equality, Diversity & Inclusion Policy • Retirement Policy • Redundancy Policy • Leaving Hanover Procedure • Values behaviour framework
External References	ACAS Code of Practice

1. Policy Purpose

- 1.1 Hanover strives to ensure it is a great employer, creating an environment that attracts and retains our employees. To help achieve this, our employees will be treated fairly and in line with our values at all stages of their employment with Hanover.
- 1.2 The culture at Hanover, as demonstrated through our values is:
 - show RESPECT
 - be ACCOUNTABLE
 - support COLLABORATION
 - promote INCLUSION
- 1.3 This policy has been designed for managers and employees to ensure that when employees inform their manager of their intention to leave Hanover, all relevant processes are followed.

2. Policy Scope

- 2.1 This policy covers all employees, other than casual workers, who leave Hanover permanently.

3. Reason for Leaving Hanover

- 3.1 Employees can leave Hanover for a number of reasons, which can include-
 - Resignation
 - Dismissal by reason of Conduct, Capability
 - End of Fixed-Term Contract
 - Redundancy
 - Retirement

4. Definition

- 4.1 **Resignation** is the termination of employment initiated by the employee. That is, the employee voluntarily decides to end their employment in writing.
- 4.2 **Dismissal** from employment is usually the result of Hanover's Policies and Procedures relating to Maximising Attendance and Disciplinary.
- 4.3 **End of Fixed-Term Contract** is the expiry of a fixed-term contract and is classed as a dismissal.

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4.4 **Retirement-** There is no default retirement age, therefore it is for the individual to decide when they wish to retire. Hanover's Retirement Policy provides details of the best support and practical information to enable employees with a smooth transition towards retirement.

4.5 **Redundancy** is a form of dismissal which happens when there is a need to reduce the workforce or review the service provision. Hanover's Redundancy Policy and Procedure provide details about Hanover's approach to redundancy.

5. Responsibilities

5.1 **Employee-** Employees have a responsibility to ensure that they:

- Inform their manager of their intention to leave Hanover in writing
- Return any Hanover property in a timely manner
- Participate in exit interviews or questionnaires where possible

5.2 **Manager-** When an employee resigns, a manager has a responsibility to ensure that:

- The leaver notification on Self Service Portal is completed
- Any Hanover property is returned by the leaving employee

5.3 **Payroll- The** Payroll team has a responsibility to ensure that:

- The employee receives their final salary payment following the leave notification
- A P45 is issued to employees

5.4 **Human Resources Team -** Human Resources has a responsibility to ensure that:

- The Leaving Hanover procedure is fully checked and completed.
- Coordinate exit interviews/questionnaires where possible
- Produce monthly leavers reports
- Examine reasons for leaving and support managers where patterns emerge

6. Monitoring & Evaluation

6.1 The HR team will produce monthly analytical reports, Hanover will aim to identify and report any learning trends or issues arising from employees leaving for Hanover's Senior Management Team (SMT).

7. Review

7.1 The policy will be reviewed every three years or earlier as required.