**LEAVER INFORMATION SHEET**

Key information is required to process an employee’s resignation correctly and on time. Faculties/directorates are asked to complete this form, attach it to the letter of resignation, and return it to the HR Employee Services Team [hrteam-employeeservices@brookes.ac.uk](mailto:hrteam-employeeservices@brookes.ac.uk) as soon as the resignation is received.

**NB: This word version form is only to be completed for: Regular fixed-term staff, Associate Lecturer, Associate Researcher and Variable ceases. If your permanent member of staff is resigning, please follow the instructions on our Resignation**[**pages**](https://www.brookes.ac.uk/human-resources/working-here/leaving-brookes/resignation/)**.**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee Number** | p00 |
| **Faculty/Directorate** |  |
| **Last Day of Service** This will be different from the person’s last working day if they are using up outstanding annual leave before leaving. This can only ever be equal to or greater than the last working day |  |
| **Outstanding annual leave**  Please only give details of leave to be paid in final salary and not leave being used before last day of service |  |
| **Semester time only staff**  If your member of staff is semester-time only, please give details of the actual dates of the weeks worked and number of hours worked per week. This should be from the anniversary of their start date up to their last day of service. | **Actual dates of weeks worked:**  **No. of hours worked in these weeks:** |

**HESA RETURN**The Higher Education Statistics Agency requires information on the activity of employees and their location after leaving the University. Please provide this information by ticking the relevant boxes below.

**Activity after leaving\*** (please circle one box only)

|  |  |  |  |
| --- | --- | --- | --- |
| 01 | Working in a higher education institution | 02 | Working in another education institution |
| 03 | Working in a research institute (private) | 04 | Working in a research institute (public) |
| 05 | NHS/General medical practice/General dental practice | 06 | Working in another public sector organisation |
| 07 | Working in the voluntary sector | 08 | Working in the private sector |
| 09 | Self-employed | 10 | Registered as a student |
| 11 | Retired | 12 | Not in regular employment |
| 90 | Employee does not yet know | 91 | Information refused |

**Location after leaving\***(please circle one box only)

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | England | 2 | Wales |
| 3 | Scotland | 4 | Northern Ireland |
| 5 | UK (not otherwise specified) | 6 | Other- EU |
| 7 | Non-EU | 8 | Employee does not yet know |
| 9 | Information refused |  |  |

**\*HR: if employee does not respond enter Not Available on Core**