|  |  |  |  |
| --- | --- | --- | --- |
| ***SHARED SERVICES CENTRE USE ONLY - Initials / Date*** | | **LEAVER FORM** | ***Derbyshire County Council logo in black.*** |
| ***NI No.*** |  |
| ***SAP*** |  |
| ***Leaver Trkr*** |  |
| ***L1*** |  |
| ***Letter – If app*** |  |
|  | | | |
| **Please attach a copy of the resignation letter** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** |  | | **Employee No** |  |
| **Address** |  | | **School** |  |
| **Job Title** |  |
| **Employee’s Personal Email Address** | |  | | |
| **Please complete for teaching staff only and ensure that the email address has been verified by the employee and they are made aware that it will be shared with the Teachers’ Pension Scheme.** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of leaving** |  | **Reason for leaving** |  |

|  |  |
| --- | --- |
| **If end of temporary contract was it covering sickness / maternity?** | **Yes / No** |
| **Is the employee transferring to another DCC School?** | **Yes / No** |
| **If yes, please provide name of School** |  |
| **If dismissal - have you followed the dismissal procedure?**  **(if yes, please provide relevant documentation)** | **Yes / No** |
| **Any other comments -** Please also provide any instructions specific to your school | |
| **If this is a secondment arrangement which is coming to an end, please confirm the post to which the employee is returning to, or detail any changes required to the employee’s substantive post (if applicable).** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Workforce Census Data – Please complete for those identified below**  **Please note that this is only required for Teachers and Teaching Assistants or equivalent posts within Job Family STL** | | | | | |
| **Please tick the most relevant box below to describe the “Destination” information for the employee above** | | | | | |
|  | ***Please tick*** | |  | ***Please tick*** | |
| Remaining in the same LA - Primary | LEAPRM |  | University, FE/HE College in UK | FHEHUK |  |
| Remaining in the same LA - Secondary | LEASEC |  | Education Post outside UK | NONUKP |  |
| Remaining in the same LA – Other (inc central staff) | LEAOTH |  | Non-Education Post outside the UK | NONUKO |  |
| Move to another LA – Primary | OTHPRM |  | Non-Education Employment –  Public Sector | PUBSEC |  |
| Move to another LA – Secondary | OTHSEC |  | Non-Education Employment –  Self-Employment | SELFMP |  |
| Move to another LA –  Other (inc central staff) | OTHOTH |  | Non-Education Employment –  Other Employment | OTHERE |  |
| Sixth Form College – same LA area | LEASIX |  | Other | OTHERR |  |
| Sixth Form College – other LA area | OTHSIX |  | Not Known | NTKNWN |  |
| Independent School | INDEPN |  | Not Applicable – Change of Contract | NAPPCH |  |

|  |
| --- |
|  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please tick the most relevant box below to describe the “Reason for Leaving” for the employee above** | | | | | |
|  | ***Please tick*** | |  | ***Please tick*** | |
| Voluntary Redundancy | VOR |  | Retirement – normal age | REN |  |
| Compulsory Redundancy | COR |  | Retirement – ill-health | REI |  |
| Left for other teaching post | OTT |  | Retirement – premature | REP |  |
| No longer teaching but still in education | OTE |  | Not applicable – Change of contract | NAC |  |
| Left the teaching profession | LET |  | Not Known | NOK |  |
| Other | OTR |  | Dismissed | DIS |  |
| Deceased | DCS |  | Maternity/Paternity/Break for family reasons | FAM |  |

**Please upload onto Perspective Lite or Sharepoint, alternatively return to;**

**Traded Team, HR Services, County Hall, Matlock, DE4 3AG**

Any queries about completing this form, please email [traded@derbyshire.gov.uk](mailto:traded@derbyshire.gov.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Headteacher signature** | |  | **Date** |  | |
|  | | | |