



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
Training Board*

STAFF LEAVERS POLICY

Version 2

Policy Name:	Staff Leavers Policy
Policy Owner:	Human Resources
Policy applies to: Policy Applies to:	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> FET Staff <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> FET Students <input type="checkbox"/> Post Primary Teaching Staff <input type="checkbox"/> Post Primary Students <input type="checkbox"/> Post Primary Admin/Caretaking/Maintenance Staff <input type="checkbox"/> OSD Staff <input type="checkbox"/> Specific (outline organisational unit, etc.) Click or tap here to enter text.
Approved by:	<input checked="" type="checkbox"/> OSD Date: Click or tap to enter a date. <input type="checkbox"/> FET Date: Click or tap to enter a date. <input checked="" type="checkbox"/> CE/Directors Date: 04/03/2024 <input type="checkbox"/> CE signoff Date: Click or tap to enter a date.
Implementation Date:	<u>04/03/2024</u>
Review Date:	Initial period of 6 months, followed thereafter with a review every two years
Policy Drafted by:	Human Resources in consultation with the Head of IT, Head of Corporate Services, Data Protection Officer and Director of OSD
Responsibility for review of Policy:	Human Resources
Version and Document Ref. No:	<u>2.0</u> <u>DLETB/24/007</u>
Amendment History:	Click or tap here to enter text.
Does your Policy take into account the following:	<input checked="" type="checkbox"/> National Disability Authority (NDA) Web Accessibility <input checked="" type="checkbox"/> DETB Accessibility Statement <input checked="" type="checkbox"/> Public Sector Equality and Human Rights Duty
Reference Documents:	Click or tap here to enter text.

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This policy has been updated to inform staff of the requirement to complete an online Leavers Form in advance of their leaving date. The workflow is outlined in more detail at Paragraph 5 below. It is essential that staff complete the Leavers Form as early as possible to ensure sufficient time is given to address all requirements in the Policy before the date of leaving. On the date of leaving staff will no longer have access to their Donegal ETB email addresses or access to Shared Drives. Further details are available under the relevant headings in this Policy

1. PURPOSE AND SCOPE

This policy relates to all categories of Donegal Education and Training Board staff and establishes guidelines for Line Managers and staff in relation to an employee leaving the employment of Donegal ETB. It ensures that the employee clearly understands their contractual obligations to Donegal ETB when leaving their employment, allows the Line Manager to ensure that the terms of the employment contract are met, that the leaving process is implemented fairly and consistently and that the leaving information reaches all those who need to know.

This policy relates to staff who will be:

- Reaching the end of their Contract and that contract is not renewed.
- Resigning
- Retiring
- On Career Break
- On Secondment, or
- On any other approved (Paid or unpaid) leave of absence other than staff availing of statutory leave.

This policy does not:

- relate to employees who are availing of approved Statutory Leave e.g Maternity leave, Parental Leave, and other statutory leave, or
- form part of any employee's contract of employment.

2. PERIOD of NOTICE

- If an individual is leaving the employment of Donegal ETB, they must provide written notice to their immediate Line Manager in the first instance followed up by:
 - (a) notification by email to pensions@donegaletb.ie where the employee is retiring, or
 - (b) email notification to hr@donegaletb.ie for all other notices of leaving employment e.g where the employee is resigning or where their contract of employment is not being renewed.
- Where an employee provides verbal notification that they are leaving, this should be formally followed up in writing within five days of such verbal notice.
- The employee should give at least the amount of contractual notice required, as detailed in their contract of employment. For Senior Management the notice period is normally three months prior to the date of leaving.
- It is best practice for the line manager to discuss with the employee the reasons for an employee deciding to leave the employment on the basis of resignation where the line manager may have

any concerns regarding the reason for the leaving. The Line Manager should also discuss the matter with the Head of HR where appropriate.

- Where an employee wishes to work a shorter notice period this should be requested to the line manager in consultation with the Head of HR, where appropriate. Such requests will be considered on a case-by-case basis but will depend at all times on operational requirements.
- Where an employee wishes to withdraw their notice to leave, they should confirm this in writing to their Line Manager in the first instance followed by notification in writing to hr@donegaletb.ie. Such requests can only be granted with the agreement of the Chief Executive/Director in consultation with the Head of HR, hence there is no guarantee that notice can be withdrawn.

3. RETURN OF DONEGAL ETB PROPERTY

3.1 General

- Employees of Donegal ETB are required to return all Donegal ETB allocated property by their last day of work to their Line Manager. This includes materials/equipment listed on a Leavers Form, with the potential for additional items provided by Donegal ETB during employment.
- All equipment belongs to Donegal ETB, who retains responsibility for its usage, compliance with licenses, and proper disposal.
- Leavers must initiate completion of the Leavers Form promptly as access to email and shared drives will cease on the day of departure. Line Managers, HR personnel, and IT personnel will have access to the information provided on the Leavers Form by for follow-up actions, as necessary.
- Donegal ETB reserves the right to make arrangements for the deduction from final salary payment where Donegal ETB property is not returned.
- Employees should commence completing the Leavers Form suitably in advance of the date of leaving in order to allow sufficient time to return property.
- Donegal ETB will take any necessary steps to recover losses resulting from the non-return of its property.

3.2 Passwords

- Where the leaving employee holds Donegal ETB work documentation/Folders/Files that are password protected details of the passwords must be provided to the immediate Line Manager/Director as appropriate.
- Any organisational documents that are stored on the 'My Documents File, on individual PCs must be moved to an appropriate shared drive in consultation with the Line Manager prior to leaving.
- Where an employee has ownership of Shared Drive(s) or other online folders, they must conduct a check and arrange to change ownership of these to another person nominated by the Line Manager in advance of them leaving.
- Employees are also required to advise Line Managers of any other systems which the employee accesses related to their employment (including external systems/websites etc).

3.3 Public Sector Purchasing Card (PSPC)

- Public Sector Purchasing Cards should be returned to the Head of Finance Operations at Donegal ETB Administrative Offices, Ard O'Donnell Letterkenny.

- Any receipts and paperwork for transactions not covered by the most recent statement should be forwarded to the Line Manager, pending a final statement from the PSPC provider.

3.4 Books/ETB Documentation/IT or Other Equipment or Training Aids belonging to DETB

- These should be returned to the Line Manager before the last day of employment.

3.5 Keys/Fobs/Swipe Cards

- These should be catalogued and returned to the line manager before the last day of employment.
- Where an employee fails to return Donegal ETB equipment before leaving employment the line manager, in conjunction with the Human Resources Division, will have the discretion to decide on further action on a case by case basis.

3.6 Use of ETB Intellectual Property

- The taking or use of either hard or soft copy material, the property of Donegal ETB, upon ceasing employment with Donegal ETB is prohibited without express written permission from a Director or the CE of Donegal ETB.

4. LEAVING ARRANGEMENTS AND COMMUNICATIONS

4.1 Annual leave

- Employees must avail of their annual leave entitlements owing to them by the 31st December of each year. During the leave year in which employment comes to an end, staff are entitled to annual leave on a pro rata basis and are required to take all Annual Leave owing to them prior to the date of leaving.
- The taking of all annual leave prior to departure must be discussed with the Line Manager suitably in advance of the date of leaving and approved by the Line Manager in the normal way.
- An employee who is leaving the ETB should avail of annual leave in the form of weeks, days, half days, and reduced working hours in order to ensure no outstanding annual leave exists on the last day of employment.

4.2 Payment in Lieu of Annual Leave (Exceptional Circumstances)

- While every effort is made to enable the employee to avail of all annual leave prior to the date of leaving, it may occur, in very exceptional circumstances, that the employee is prevented from taking annual leave days prior to leaving (e.g for the purposes of meeting essential/urgent business needs/deadlines which otherwise cannot be delegated to another employee prior to the date of leaving). In these circumstances, the remaining annual leave days should be discussed and considered by the employee and their Line Manager for possible payment in lieu of Annual Leave in consultation with HR.

- Payment in lieu of Annual Leave in the above exceptional circumstances will be calculated by Donegal ETB and paid to the employee along with their final salary payment.

4.3 Application for payment in lieu of Annual Leave

- Application for payment in lieu of Annual Leave in exceptional only for the reasons outlined above will normally be discussed at a face to face meeting with the Line Manager before submitting the application in writing by way of email to the Line Manager. The number of Annual Leave days involved will be included in the email by the leaving employee.
- The Line Manager will consider the application, verify the Annual Leave days and respond with a decision as soon as possible.
- The Line Manager will also email hr@donegaletb.ie of their decision to include the number of days of annual leave for calculation where this has been approved.
- Donegal ETB reserves the right to ensure an employee avails of outstanding annual leave during the notice period, where applicable.

4.4 Lieu Time/Flexi Time

- On termination of employment, salary adjustments will be made by arising out of any debits incurred through working flexible hours, where applicable.
- No additional payment can be made in lieu of a positive balance of hours accrued through flexitime or lieu time and, therefore, employees should ensure that all flexitime and lieu time accrued is taken prior to the last day of employment, on dates agreed in advance with their Line Manager.
- Where a member of staff leaves Donegal ETB and has taken more leave than they have accrued, payment for this excess will be deducted from their final payment of salary. The Line Manager will arrange to notify hr@donegaletb.ie where this arises for the staff member.

4.5 Overpayments outstanding at date of leaving

- If an employee has overpayments that are due to Donegal ETB including, but not limited to, overpayment of salary, cycle to work Scheme or recoupment of outstanding Social welfare payments, employees should be aware that the outstanding monies will be deducted from their final salary.
- If their final salary does not cover all of these monies, or if the deduction would cause financial hardship, the employee should contact hr@donegaletb.ie as soon as possible to discuss the matter.
- It may be the case that any pension owed to the employee will be reduced by the remaining overpayment.
- The Policy and procedures for dealing with the overpayment of Salary is as per Department of Education guidelines [here](#) which may be subject to change by the Department of Education.

4.6 Shorter working year (SWY)

- Employees who are availing of approved shorter working year arrangements on the date of leaving who may have availed of some or all of the SWY leave, a calculation will be completed and a balance of money may be due to Donegal ETB.
- In situations where the employee has not availed of the leave but the salary has been reduced a salary refund may be due.

4.7 Training Costs and Fees for Award Bearing Courses

- When an employee leaves employment and where Donegal ETB has incurred liability for the cost of their CPD/Training and Development as a contribution in part or in full to the fees for an Award Bearing Course, the member of staff will be liable to repay some or all of the fee expenses in accordance with the Training and Development Policy.
- The amount will be deducted from salary or the employee will be contacted and asked to make the necessary arrangements for repayment.
- The Training and Development Policies of Donegal ETB should be read in conjunction with this Policy, where this applies.

4.8 Human Resources

- On receipt of notification that the employee is leaving, the relevant HR Officer will trigger an email to the employee with a link to the Leavers Form.
- The employee must complete the form immediately in order to allow sufficient time to process the necessary requirements prior to leaving, including the return of keys, equipment, documentation, books, arrangements for the taking of annual leave, return of passwords, access codes for doors, reviewing emails, transferring ownership of Google Drive Folders to another Officer. etc to the Line Manager.
- In the event that an employee leaving the organisation fails to complete the form, HR will notify the relevant line manager who will then be responsible for completing the form on behalf of the employee.
- When an employee is planning on changing their address shortly after leaving employment, they must notify HR by email to hr@donegaletb.ie as soon as possible with details of a forwarding address.

4.9 Payroll Processing

- Payroll personnel will arrange for ESBS to process and pay the employee's final payments, deducting any outstanding overpayments and paying any Holiday Pay/Annual Leave due at the date of leaving subject to the conditions set out in Paragraphs 4.1 to 4.7 above.
- Final payments are paid into the nominated Bank Account, on the next available payroll run regardless of when the employee leaves Donegal ETB employment.
- The Employee will be ended on the payroll system and the details will be forwarded to Revenue.

4.10 Finance

- The Finance Department will arrange for payment of any outstanding Travel and Subsistence claims which have been approved by the Line Manager.
- It is essential that the leaving employee processes travel claims immediately after the travel to allow for processing well in advance of leaving.

4.11 Pensions

- Once the Pensions Department has been notified to pensions@donegaletb.ie that a pensionable employee is leaving, the Pensions Department will contact the employee and issue the appropriate pension documentation to the employee depending on their reasons for leaving e.g. retirement, career break, resignation, etc.
- If an employee is retiring the Pensions Department needs to be informed a minimum of 3

months prior to the date of retirement for all the necessary paperwork to be completed. Further enquiries on Pensions can be made to pensions@doneagletb.ie.

4.12 Your ETB email

- Your ETB email account will be closed from the date of leaving Donegal ETB.
- As your email will no longer be accessible, you must arrange to bring to a close all outstanding email correspondence within this period.
- Please note that all apps associated with your account will also close. This includes Drive, Docs, Google Photos etc.
- If you wish to retain any personal data, please arrange to transfer this to a personal account before leaving. The IT Department can advise further on how best to do this.
- The removal of an employee's email account does not apply to employees who are absent due to Statutory Leave (Maternity, Parental, Parents etc) or who are on certified medical related leave or unpaid sick leave.
- Due to the temporary nature of other approved leaves such as Career Break, Secondment and Administrative Leave the employee's email will not be closed for the duration of the temporary absence.
- Where the employee leaves the ETB and is not returning after a period of Career Break, Secondment or Administrative Leave the employee is still required to complete the Leavers Form.

4.13 Access to Portal Payslips

- Employees will have access to view and download their Portal Payslips for a period of up to 30 days after the date of leaving.
- Access to the portal for leavers will be removed after 30 days by ESBS. Leavers who want to access pay slips etc after this period are usually directed to the ESBS help desk.

4.14 Documents/Files held on Donegal ETB IT Systems

- The employee should be aware that all redundant accounts will be removed from Donegal ETB networks.
- Any files or documents, of a personal nature which are saved under 'my documents' or saved in other folders held on a Donegal ETB computer, may be deleted once the account is removed.
- The onus rests solely with the employee to remove all personal documentation held on Donegal ETB workplace IT systems e.g. Computer, Laptop, or Chromebook prior to leaving employment.
- Donegal ETB will delete all such personal information from the relevant IT systems once the employee has left employment.
- Donegal ETB will hold no responsibility for any loss of personal documentation from the date of leaving.

4.15 Mobile Phone

- Employees who leave the organisation permanently (retire, resign, leave the organisation or their contract has ended etc) and who have a workplace mobile phone up to the date of leaving will be required to complete the relevant Section of the on-line Leavers Form that relates to mobile phones.
- Employees who leave the organisation on a temporary basis e.g who avail of a Career Break, Secondment etc must contact the Head of IT to make the necessary billing changes until such time as the employee returns to work or decides to retire/resign/leave the organisation.
- When a staff member ceases to become an employee of Donegal ETB, their mobile phone will be removed from the ETB account and if requested, may be transferred to their personal account as a Prepay device.

4.16 Meeting with HR

- If an employee wishes to raise any specific concerns prior to leaving it is recommended that the employee arrange to meet with the Head of HR with a view to discussing the matter.

4.17 Statement of Service

- Employees leaving the service of Donegal ETB may seek a Statement of Service from the HR Department of Donegal ETB by email to hr@donegaletb.ie

5. Stages of the Process

- a Employee informs the Line Manager they are leaving the organisation and follows up in writing to the Line Manager.
- b HR is notified in writing of details of leaving i.e
 - For retirements email to pensions@donegaletb.ie indicating the date of retirement
 - For resignations or other leave reasons email to hr@donegaletb.ie with date of resignation.
 - A sample email/letter wording to the above email addresses us attached at Appendix 1.
- c Leavers On-line Work Process:
 - HR generates email to Leaver. This will be automated using an email template
 - Leaver completes Online form
 - Leaver advised of their ETB email account
 - The form responses are sent to their Line Manager, and cc'd to HR & ICT
 - The ICT department will act as follows effective from the date of leaving:
 - Close the email account from the date notified.
 - Remove any licenced products assigned to their account.
 - Arrange to transfer or close their mobile account, if applicable.
 - Recover any devices as appropriate
 - HR/Payroll/Finance departments will act as follows effective from the date of leaving:
 - Verify Annual Leave/Flexi balances
 - Verify that no fee expenses re CPD/Training are due to Donegal ETB
 - Verify that all outstanding payments/travel expenses are processed/due to be processed.

6. Responsibilities

6.1 Employee Responsibility (This includes employees on approved paid or unpaid leave of absence who subsequently confirm they are leaving)

- Consult the Line Manager of their intention to leave the organisation.
- Follow up in writing to the Line Manager confirming the reason for leaving e.g. retirement, resignation or other reason and include the date of leaving.
- Senior management leaving the organisation should email to the relevant Director and/or Chief Executive ceo@donegaletb.ie
- For retirements email to pensions@donegaletb.ie
- For resignations or other leave reasons email to hr@donegaletb.ie
- Work the Period of Notice as agreed with the Line Manager.
- Complete the Leavers Form as soon as possible to allow time for follow up action
- Consult the Line Manager to arrange for the taking of outstanding Annual Leave if applicable.
- Consult the Line Manager where the leaving employee is the owner of Shared Drive Folders
- Return all property belonging to Donegal ETB to the Line Manager
- Provide details of passwords/access codes to the Line Manager etc
- Arrange to close all outstanding email correspondence located in inbox/outbox/draft before the date of leaving.

6.2 Line Manager Responsibility

- Check that information provided by the employee on the Leavers Form is accurate and complete
- Ensure the agreed Period of Notice has been served by the employee.
- Record the return of keys, files, equipment, passwords, books etc.,
- Arrange to have Shared Drive folders updated and reassigned to a new owner where applicable

6.3 HR/Payroll Personnel Responsibilities

- HR will trigger an email to the leaver with links to the Leavers Form
- Action any matters identified in the Leavers Form as necessary
- Update People XD HR/Payroll System as required

6.4 ICT Responsibilities

- Close the Leavers email account from the date notified.
- Remove any licenced products assigned to the Leavers account.
- Arrange to transfer or close their mobile account, if applicable.
- Recover any devices as appropriate.

7. Retired Staff Association (RSA)

- Donegal ETB established a Retired Staff Association (RSA) in 2023. This group provides support for retired staff as they make the transition from a busy working life into retirement. The group has an active social calendar of events throughout the year.
- If you are retiring and are interested in joining the RSA group you can find more details on the RSA Public Portal accessible [HERE](#). You don't need to have an ETB email address to access the Portal and joining the Group is voluntary.

8. Review and Update of Leavers Policy

- This Policy will be reviewed after an initial period of 6 months followed thereafter with a review every two years. The Policy may also be updated from time to time arising from the implementation of new processes and best practice in respect of the administration of employees leaving the organisation and to take account of regulatory and legal compliance as well as any new or amending legislation.

9. Queries

- General queries in respect of this Policy can be directed to hr@donegaletb.ie.

Appendix 1 - Sample wording giving notice when leaving Donegal ETB

The following sample wording is the minimum information that you are required to give to your Line Manager when leaving the organisation.

Dear (Line Manager Name)

I am writing to give notice of my (resignation, retirement, etc - delete as necessary) from my role as xx located at xx.

My last date of employment will be (enter date/month/year).

Please arrange for HR to provide me with a link to the Leavers Form by sending the link to my Donegal ETB email address. I am aware that I will no longer have access to my Donegal ETB email address or have access to Google Drives/Folders/Files after I leave Donegal ETB.

Yours etc

You must also provide a copy to the relevant HR email address:

For retirements send to pensions@donegaletb.ie to include the date of retirement

For resignations or other leave reasons send to hr@donegaletb.ie to include the date of leaving.