

**WILTSHIRE COUNCIL**

**NOTIFICATION OF CESSATION OF EMPLOYMENT**

**Payroll Number:** .....

**Surname:** ..... **Forenames:** .....

**Address:**  
.....  
.....

**School:**  
.....

**Cap. No:** ..... **Post Held:** .....

**Reasons for leaving – please tick appropriate box**

- **Job in another Wiltshire School** 
  - Primary School
  - Secondary School
  - Other School
  - Sixth form College
  - Independent school
- **Job in another LA/LEA** 
  - Primary School
  - Secondary School
  - Other School
  - Sixth form College
  - Independent school
- **Educational post outside UK**
- **Job within a University, FE/HE college in UK**
- **Non –education employment** 
  - Public sector
  - Self employment
  - Other employment
- **Retirement** 
  - Normal Age
  - Ill Health
  - Premature
  - Efficiency Retirement
- **Maternity/ Paternity/ Break for family reasons**
- **Domestic Reason**
- **Leaving area**
- **End of temporary contract**
- **Misconduct / capability**
- **Redundancy**

School name: .....

**If reason unknown or not stated above please contact the Schools Lifecycle Team to discuss.**

**Date of Leaving:** .....

**NB:** If a part timer worker, is this the date of the last day/session to be worked in the week?

**YES/NO**

Last day to be paid: .....

**ENCLOSURES – FOR RESIGNATIONS ONLY – Please make sure all paperwork is securely attached (See Over).**

Signed: ..... Date: .....  
Authorised Officer

**THIS FORM TO BE RETURNED TO SCHOOLS HR LIFECYCLE TEAM BEFORE  
25<sup>TH</sup> OF EACH MONTH**

**INSTRUCTIONS FOR USING THIS FORM**

This form has been introduced to help process 'leavers' correctly – so that all information needed is supplied to Education Personnel with any supporting documentation in time for processing.

**Payroll number** – this field must be entered to identify the individual.

**Surname/Forenames/Address** – as well as aiding identification, an up to date address is needed to forward final payslip/P45.

**Place of Work/Post Held** – this identifies which job is to be made a leaver. If the employee has more than one job, please identify if leaving all posts or just one.

**Reasons for leaving** – please ensure that you tick whichever box applies. This information is needed to identify trends and for statistical returns as well as for processing the leaver correctly. If the employee is transferring to another WCC school, it is necessary to know this to ensure the correct transfer of records and to avoid a P45 being issued.

**Date of leaving** – please provide the date to which the employee is to be paid to avoid any over/under payment. Employees who work Mon-Fri are paid up to the following Sunday as this is the last day of the week. Employees who work part of the week are also paid up to the Sunday if they have worked all their 'days' in that week. If this is not the case, please advise the last working day in that week, e.g. if an employee who normally works Tuesday to Thursday, only works the Tuesday in their last week, the payment is only made up to and including the Tuesday as they have not completed their full working week. In the case of teaching staff, the leaving date is normally the end of term i.e. 31<sup>st</sup> August if at the end of the Summer Term.

**If you have any queries on this part of the form, please ring the Schools Lifecycle team to check before the form is submitted.**

**Enclosures** – an employee who leaves should always notify the employer in writing, i.e. a resignation letter. The employer (Line Manager) should always acknowledge this resignation letter in writing stating the last day to be paid, etc. These are the enclosures to be attached to this form. Please note that retirements before the age of 65 years are classed as resignations and the employee still needs to notify the employer of their intention of retiring.

**Signature** – the form needs to be signed by an authorised officer as it is an instruction to remove an employee for the payroll.