

Leavers Policy and Procedure



The Institute
of Contemporary
Music Performance

Version number	Date approved (including production/revision committee)	Reason for	Author	Proposed next review date
V1	14/07/21 ExCo	Every 3 years	Head of HR	July 2024 and as required
Related policies				
• Leave policy • Redundancy policy				
External Reference				
N/A				

LEAVERS POLICY AND PROCEDURE

1 SCOPE & PURPOSE

- 1.1 The purpose of this Policy is to provide guidance for managers and employees leaving ICMP, to ensure that an effective and consistent approach is adopted.
- 1.2 This Policy applies to all staff employed within ICMP who are planning to resign, retire or whose fixed term contract is coming to an end.
- 1.3 Staff who are being made redundant, should refer to the specific policies for further information.

2 NOTICE PERIODS

- 2.1 An employee may terminate their contract of employment at any time by giving ICMP the appropriate notice of their intended resignation which must be in writing. The letter should be addressed to the line manager and copied to the HR Department.
- 2.2 The length of their notice period is determined by the position held and the contractual notice period which is specified in the contract of employment.
- 2.3 Where an employee provides verbal notification that they are leaving, this must be formally followed up in writing in order to satisfy the requirements for resignation as contained in contracts of employment.

3 RESPONSIBILITY OF LINE MANAGERS

- 3.1 Managers are required to familiarise themselves with this Leavers Policy and Procedure.
- 3.2 Managers should discuss the resignation and the reasons for it, with the employee. If the line manager has any concerns regarding the reason for the resignation, they should discuss it with HR.
- 3.3 Managers must ensure that employees due to leave ICMP return their ID card together with any equipment/property they may have been issued with, by no later than their last working day.

4 RESPONSIBILITY OF STAFF

- 4.1 *Annual Leave*
 - 4.1.1. If, on the termination of employment, an employee has exceeded their accrued holiday entitlement, ICMP will seek to claw back the financial equivalent of leave which has been taken in advance of the entitlement.
 - 4.1.2 If the employee has holiday entitlement outstanding, ICMP may require that the majority of this is used prior to the agreed termination date, adhering to standard annual leave request procedures. The remainder will normally be paid as part of an employee's final salary payment.
 - 4.1.3 The annual leave year runs from 1 January to 31 December and outstanding annual leave for all year round staff will be calculated to reflect the number of working days they will have been employed from the start of the leave year up until their last day of service.
- 4.2 *ICMP Equipment*

- 4.2.1 Staff are required to return to the relevant department any property, including but not limited to, ID card, any keys, mobile phone, computers or other IT equipment, furniture provided by ICMP, uniforms, library books and any protective clothing/equipment issued by ICMP by no later than their last working day by arrangement with their line manager.
- 4.2.2 Failure to return items may result in ICMP deducting an equivalent sum from the employee's final salary, equal to the value of replacing the item.
- 4.3 *Outstanding Payment Recovery or Additional Payments*
 - 4.3.1 Where an employee is repaying a salary overpayment in instalments or has outstanding amounts owing following failure to return ICMP equipment, the outstanding balance will be deducted from the employee's final salary. Should the final salary be insufficient to cover the outstanding amount, ICMP will require this to be paid immediately.
 - 4.3.2 ICMP is committed to retrieving any monies owed by employees who leave ICMP. An invoice from the Finance Department will be sent to the individual, outlining the payment details.
 - 4.3.3 In cases where a payment is due to a former employee e.g. a redundancy payment, either a separate BACS payment may be made, or this will be paid via payroll, depending on what the payment is for. Any outstanding monies will be paid no later than the following month's salary date.
- 4.4 *Employee Training Agreement*
 - 4.4.1 Where financial assistance has been sought for professional development activity, staff will need to repay a percentage of the costs in the event that they leave ICMP within 18 months from the date of completing the training. Details will be contained in the Employee Training Agreement, completed and signed by the employee prior to ICMP's confirmation that the training could go ahead. The Employee Training Agreement explicitly outlines the agreement entered into by staff and the reducing penalties for repayment over the 18 month period following completion of any course.
 - 4.4.2 The HR Department will provide written confirmation of any sums that need to be repaid and the amount that will be deducted from the employee's final salary. Should the final salary be insufficient to cover any outstanding balance, this can either be repaid on a pro-rata basis during the final months of the employee's notice period, or must be paid within two months of leaving ICMP.

5 EXIT MEETING

- 5.1 Staff leaving ICMP will be invited to attend an exit meeting to gain an understating of why employees leave and to address any issues or to improve particular working practices. This, alongside other information from a variety of employee data (e.g. surveys) helps to build a picture of working for ICMP. These are usually undertaken with HR.
- 5.2 The data collected will enable ICMP to monitor trends to ensure that employees enjoy a positive working environment. Accordingly, information provided by leavers will be logged and statistical information given to the Senior Leadership Team on a regular basis. However, personal information will not be logged in this way so that confidential comments will remain anonymous.

- 5.3 Information provided will be treated sensitively and confidentially. There may however be some instances where action will be required by ICMP to follow up information which leavers provide. Information provided by an employee will not affect any future reference request(s) or offers of employment.

6 REFERENCES

- 6.1 Where an employee needs to provide referee details to a potential future employer, references must be factual and accurate in so far as the line manager is able to confirm.