

# LEAVER'S FORM



## Employee Details

<b>Surname:</b>	
<b>First Name(s):</b>	
<b>Title:</b>	
<b>Payroll Number:</b>	
<b>National Insurance No:</b>	
<b>Parish/Agency Name &amp; Location:</b>	
<b>Line Manager:</b>	
<b>Leave Date:</b>	
<b>Reason for Leaving: *</b>	

**Key:** \* Reasons for leaving are RESIGNATION; RETIREMENT; REDUNDANCY; DISMISSAL (following a disciplinary procedure); SUMMARY DISMISSAL (instant dismissal for gross misconduct); SETTLEMENT AGREEMENT; OTHER – please enter one of these

## Payment Details

<b>Holidays:</b> – has this employee taken more than their entitlement at their leave date or less	
<b>Outstanding Holidays</b> (if there are holidays outstanding please quote number of days to be paid):	
<b>Excess Holidays</b> (if the employee has taken more holidays than their entitlement please quote number of days to be deducted):	
<b>Money In Lieu of Notice</b> (please quote number of weeks to be paid if applicable):	
<b>Redundancy Pay</b> (please quote the redundancy pay payable if applicable):	
<b>Severance Pay</b> (if you have agreed a sum on leaving please enter the amount if applicable):	
<b>Other Payments</b> (please detail any other payments to be made to this employee):	
<b>Other Deductions</b> (please detail any other deductions to be made from this employee):	

**Employer Signature**

I authorise payroll to remove this employee from the payroll and pay them, as detailed above.

**Signed:** .....

**Date:** .....

**Name in Full:** .....

**Contact Details in Case of Query**

**Telephone:** .....

**Email:** .....