



Resignation Policy

Policy owner: UCD HR **Approval date and body** UMT, 14 December 2021

1. Purpose

This policy provides an outline of the principles which underpin the resignation process in UCD and highlights the roles and responsibilities of all involved.

2. Scope

This policy applies to all employees of UCD (both permanent and fixed term).

If an employee is leaving one position to move to another position within UCD, they are not considered to be resigning from UCD's employment. Therefore, a resignation letter is **not necessary**.

3. Principles

The following steps should be followed by Employees and Heads of Schools/Units in the event of a resignation scenario.

- 3.1 All UCD Employees wishing to tender their resignation must do so in writing by submitting a 'letter of resignation' to their Manager on the day they verbally give notice. Notice will not be deemed to have commenced until such time as it is offered in writing, as per the terms of UCD's Contract of Employment.
- 3.2 Following consultation with the Manager, the Head of School/Unit will in turn confirm acceptance of an employee's resignation by completing UCD Human Resources' 'Employee Resignation Notification Form'. This must be forwarded to hrhelpdesk@ucd.ie within a week of the resignation being tendered, along with the original employee resignation letter (or a scanned copy).
- 3.3 The Head of School/Unit is responsible for confirming an employee's last day of work, as well as, any agreements they have made in regards to payment in lieu of annual leave not taken before this date. The accepted Notice period and last day of work must comply with UCD's Contract of Employment.
- 3.4 All former employees will be contacted within 6 weeks of the month end of their leave date by the Pensions Office regarding their Pension Options; however please refer to UCD HR Pensions web page for further information in the meantime.
- 3.5 Employees will carry out their normal tasks and duties as set out in their job description during the notice period
- 3.6 Employees must return any University property, e.g. Laptop, keys, phone, staff ID card etc. in their possession to their Head of School/Unit on their last day of work
- 3.7 The Employee or Head of School/Unit should contact hrhelpdesk@ucd.ie if any assistance is required

- 3.8 All employees who required a Hosting Agreement as part of their employment with UCD must return the original Hosting Agreement to the HR Helpdesk prior to their last day of work. The Hosting Agreement will be cancelled and Immigration will be notified of the end date. Please mark the envelope for the attention of:

**HR Helpdesk,
3rd Floor, Roebuck Offices,
UCD Belfield Campus.**

All employees who required a Work Permit or Green Card as part of their employment with UCD must return the original Work Permit or Green Card to the Department of Enterprise, Trade and Employment at the following address:

**Department of Enterprise, Trade and Employment,
Work Permits Section,
Davitt House,
65A Adelaide Road,
Dublin 2.**

Please note that all Hosting Agreements, Green Cards and Work Permits are non-transferable and only applicable to a role within UCD. When an employee resigns from UCD the work authorisation cannot be used for another company and must be cancelled.

- 3.9 The Head of School/Unit is responsible for advising if relocation expenses were paid to an employee who is resigning within 3 years of commencement of employment in the University. Any such employee is required to refund the costs involved as follows:
- Service up to 1 year - full costs to be reimbursed
 - Service 1-2 years – two-thirds to be reimbursed
 - Service 2-3 years – one-third to be reimbursed

Where possible any amount to be reimbursed will be deducted through the University payroll from the employee's final salary payment.

Relocation expenses repaid to the University will be credited back to the relevant School/Unit.

4. Roles and responsibilities

The Manager (if not the HOS / HOU) should

- read this policy and make themselves aware of their obligations;
- ensure their Head of School / Unit is aware of the employee's last day of work and any agreements about payment in lieu of annual leave.

The Head of School / Unit should

- read this policy and make themselves aware of their obligations;
- ensure that they complete the Employee Resignation Notification Form, noting the employee's last day of work as well as any agreements they have made in regards to payment in lieu of annual leave not taken before this date;
- ensure that the Employee Resignation Notification form is returned to UCD HR within a week of the resignation being tendered, along with the original employee resignation letter (or a scanned copy).

The Employee should

- a) read this policy and make themselves aware of their obligations;
- b) tender their resignation in writing by submitting a 'letter of resignation' to their Manager on the day they verbally give notice.
- c) return any University property, e.g. Laptop, keys, phone, staff ID card etc. in their possession to their Head of School/Unit on their last day of work;
- d) return the original Hosting Agreement to Resourcing, UCD Human Resources prior to their last day of work.

Human Resources should

- a) upon request provide advice to employees and their Head of School/Unit or Nominee
- b) process all Employee Resignation Notification Forms in a timely fashion and in an atmosphere of mutual trust and respect; and
- c) act with discretion when required and with due regard for the circumstances.

5. Related documents

UCD Employees should follow the checklist below when composing a letter of resignation. It is important that all the information outlined in these points is communicated clearly and that resignations be submitted in the first instance to a Heads of School or Unit. The Head of School / Unit will confirm to UCD Human Resources acceptance of the details in the resignation letter, and communicate any details that are likely to impact on the employees' final salary payment. i.e. possible payment in lieu of holidays not taken.

Check-list:

- Resignation letter is addressed to the current Head of School / Unit.
- Important dates (i.e. date of notification and proposed final day of work) are detailed clearly and are in accordance with UCD's contractual notice period.
- Any remaining holiday entitlements (number of days due, if any) is documented along with any intention to request leave during the notice period*.

* Where not operationally viable to take leave, payment will be made in lieu of any holiday entitlement remaining upon completion of the notice period.

NOTE: Resignations are never made directly to UCD Human Resources.

6. Version history

Version	Date	Description	Author
5.0	November 2018	Policy Versioning Implemented	UCD HR
6.0	November 2021	Added roles & responsibilities. Updated contact details.	P.Fitzgerald