



**HUMAN RESOURCES
STAFF MEMBER LEAVING UWA EMPLOYMENT**

This form notifies Human Resources (HR) that a person is leaving the University's employment. Please forward the completed form, together with any required documents, to HR. Not to be used if employee is moving to another work area within UWA.

Please ensure these documents have been submitted to HR or are attached to this form (*tick boxes to indicate forms attached/already submitted*)

- leave application form, if applicable
- letter of resignation

SECTION 1 - EMPLOYEE DETAILS

Employee number Family name Initials

Job title School/Admin dept.

Address (postal) Postcode

Telephone Forwarding Email

SECTION 2 - SEPARATION DETAILS

Official separation date? (dd/mm/yy)

Is the employee clearing leave prior to separation? Yes No Enter date of last working day

Is the employee on: Purchased Leave Scheme Deferred Salary Scheme

NB: If the leave application form has not been submitted to Human Resources, please attach it to this form.

Reason for leaving Expiry → expiry notification form is: attached already sent to HR

Retirement → letter of retirement is: attached already sent to HR

Resignation → letter of resignation is: attached already sent to HR

Other reason → please specify

Is the employee transferring to another tertiary institution? Yes No → pro-rata service at UWA may count towards an accrual at the new institution

Does the employee approve leave? No Yes → complete page 2 if approver of multiple staff OR complete [Reporting Relationship Change](#) form if approver of single employee

Please indicate if the employee was NOT rostered to work or was not on approved leave on any of the following public holidays during this year (*tick relevant boxes*).

Labour day Easter Tuesday Western Australia day Queen's birthday

SECTION 3 - ACCOUNT DETAILS

Was the employee funded by a research grant? Yes No → complete account details below

Account to fund outstanding leave entitlements/severance (if applicable)

Business Unit Project/Grant Account

SECTION 4 - ENDORSEMENT

I confirm that I am aware that this employee may be in possession of University-owned items including, but not limited to, library cards, books, laptops, keys, identity cards, etc, which must be returned.

Name (please print) Signature Date (dd/mm/yy)

HUMAN RESOURCES
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This page of the form is to be used when an official approver is leaving UWA and there is a need to assign leave and qualifications approval to a delegated officer, for the staff that currently report to them, until the position being vacated is filled. Official approvers **MUST ENSURE** that the delegated approver is appropriate with regards to the HR Delegations.

SECTION 5 - ESS LEAVE APPROVAL - TEMPORARY DELEGATION - CURRENT APPROVER

HR Employment: Please pass this page to HR Systems to action.

Employee number Family name

First names Ext.

Position title Position number

BU Description

Current Approval Signature Date (dd/mm/yy)

SECTION 6 - TEMPORARY DELEGATE APPROVER

Employee number Family name

First names Ext.

Position title Position number

BU Description

Start Date (of delegation) End Date (of delegation) OR Ongoing

SECTION 7 - HR SYSTEMS

Date received

Response to Applicant Date Processed Date

Processed by

C Level Leave Matrix added Web Groups added TL AP