



## ARRANGEMENTS FOR LEAVING THE CITY OF LONDON CORPORATION

### Length of Notice

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1. Subject to the statutory requirements set out in subsection below, the period of notice required to terminate an employee's contract shall be ascertained in the following way.
2. The appointment letter or employment contract will normally specify the length of notice to be given. If it is not specified then the minimum periods of notice given to and by staff are as follows:

Group	Minimum period of notice
Employees at Grade A - E	1 month
Employees at Grade F or above	2 months
Table Officers not subject to annual elections	3 months

### Statutory Requirements

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3. The statutory minimum periods of notice to which employees are entitled are:

Continuous service	Statutory period of notice
Over 1 month but less than 2 years	1 week
Over 2 but less than 12 years	1 week for each year of continuous employment
12 years or more	Not less than 12 weeks

4. The minimum statutory period of notice of termination of employment which an employee is required to give is not less than one week, however, regard must be had to the terms of the contract.
5. Continuous service is defined as service with the City of London. In addition, immediate past continuous service with any Public Authority covered by the Redundancy Payments (Local Government) (Modification) Orders will be aggregated at half the statutory rate for the purpose of calculating the notice period up to a maximum of 12 weeks in total.



## **Leaving the City of London**

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6. Notice of resignation should be given to the line manager in writing, stating the final date of employment as determined by your required notice period.
7. A formal acknowledgement of resignation confirming the final day with the City of London will be issued by departmental HR.

## **Annual Leave Entitlement**

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8. Annual Leave entitlement will be calculated in proportion to the number of working days from the start of the leave year up to the date that employment ends.
9. Subject to organisational requirements employees may be required to take any outstanding leave before the last day of service. If, however, an employee moves to another Local Authority, or any other public authority to which the Redundancy Payments (Local Government) (Modification) Orders apply, the leave entitlement may transfer with them, depending on the practice of the new employer.
10. Where leave cannot be taken before the last day of service it will be paid at a rate calculated on the full hourly rate, based on normal gross pay. If the proportionate leave entitlement is less than the amount of leave already taken the employee shall reimburse the City of London for the excess days, at the same rate. The City of London may, at its discretion, deduct the appropriate amount from any salary or other sums owing to the employee.

## **Exit Interviews**

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11. The City of London invites leavers to attend an exit interview with a departmental HR colleague. Information obtained at the interview will be used to monitor staff turnover and identify potential problems.

## **Return of the City of London's Property**

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12. All City of London property in a leaver's possession must be returned to their line manager by the end of their last day of service. This includes: uniforms, identity cards, mobile phones or other communication devices, computer equipment, laptops and other equipment which has been provided to the individual for home/mobile working purposes.

## **Outstanding Loans from the City of London**

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13. Any outstanding loans given by the City of London (e.g. Season Ticket, Motor Car, Motor Cycle or Bicycle purchase) will be repayable in full where employment with the City of London comes to an end. Any balances of this kind will be deducted from final salary, or any other monies due from the City of London.



## **Money Owed by the City of London**

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14. Any overtime or other monies not paid with the final salary will be forwarded by cheque after deduction of Tax and National Insurance. It will normally be paid on the next salary payment date.
15. Individual's whose employment with the city of London has ended will remain entitled to arrears of pay from the pay award review date to the date of leaving. The revised salary would apply to pay in lieu of notice and pension calculations and the arrears of pay will automatically be forwarded and pension benefits (where appropriate) amended. Where an employee is made redundant, however, the redundancy pay element will not be affected by the retrospective payment of any pay award.

## **Deleting Personal Information and Data Management**

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16. Any personal information held by the leaver on computer, laptop or other City of London owned equipment should be deleted. Any City of London data or files stored on the individual's personal drive/s should be moved into the relevant shared drive/s.