Government of South Australia
Department for Education

Site Employee - please return to:
People and Culture
Submit your form online via edHR
Phone: 8226 1356

Corporate Employee - please return to:
Payroll - Team 05
Shared Services SA
Courier R11/15 or DX 703
GPO Box 11026
Adelaide 5001
Ph: (08) 8462 1333 (press 1)
Fax: (08) 8124 9605
EDUPayrollDoc@sa.gov.au

VL156
Updated 03/2022
Version 20220327

NOTICE OF RESIGNATION OR RETIREMENT OF A DEPARTMENT EMPLOYEE

Section 1: EMPLOYEE DETAILS

Person ID | Family Name | Given Name(s)

Location | Location Number

Job Title | Classification

Personal Telephone | Personal Address

Personal E-mail *for communications and forwarding payment summaries etc.* | Postcode

Work E-mail

Nominated resignation/retirement date (dd/mm/yyyy)
(**last day at work or on leave**)

Are you currently on leave? Yes ☐ No ☐

If "Yes", indicate dates ____ to ____

Reason for ceasing duty (eg. retirement, resignation - refer to page overleaf for termination reason). *If resigning, please provide the specific reason.*

I would like an exit interview and/or complete VL153 Employee Exit Report*: Yes ☐ No ☐ **Refer to page overleaf.*
If "Yes", please negotiate this with your line manager.

I acknowlege that the submission by me of Notice of Resignation/Retirement signifies a considered decision by me to terminate my employment at my initiative and once such notice has been received by or on behalf of the Chief Executive, the notice - and the effect of the notice - cannot be withdrawn, cancelled or rescinded.

I acknowledge that the submission by me of Notice of Resignation/Retirement signifies I have submit and had approved all leave periods taken throughout my service with the department and that once such notice has been received by or on behalf of the Chief Executive, any leave periods not submitted and approved will be entered as absent without approved leave on processing.

(Signature of Employee) **(Date)**

Section 2: PRINCIPAL/ PRESCHOOL DIRECTOR / LINE MANAGER APPROVAL

I acknowledge that the approval by me of the above employees Notice of Resignation/Retirement signifies I have reviewed the employees service record to ensure all leave periods taken throughout the employees service have been submitted and approved and that once such notice has been received by or on behalf of the Chief Executive, any leave periods not submitted and approved will be entered as absent without approved leave on processing.

(Print Name) **(Signature)**

(Position) **(Date)**

Section 3: PAYROLL USE ONLY

1. Resignation / Retirement effective from (dd/mm/yyyy)

With Penalty ☐ Without Penalty ☐ No. Days: ☐

2. Long Service Leave under section 107 and 109 of the Education and Children's Services Act 2019

RR0141 - Termination of Employee completed ☐

ENTERED BY	CHECKED BY
/ /	/ /

USER GUIDE

Notice of Resignation and Retirement
Teachers who are resigning/retiring are required to provide notice of 14 working days. The notice of resignation is deemed to be received on the day on which the teacher gives notice to the principal/preschool director.

Officers of the teaching service who resign break continuity of service for the purpose of long service leave (section 110(2) of the Education and Children's Services Act 2019) and sick leave entitlements. Any eligible long service leave entitlement accrued will be paid to the teacher. Should the teacher be re-employed by the department also as an officer of the teaching service (permanent, contract or relief), their prior service accrued up to the date of the previous resignation will not be recognised and the accrual of their long service leave and sick leave entitlements if applicable will commence afresh.

Guide to termination reason for teachers:

- Retire - An officer may retire on or after the day on which he/she reaches the age of 55 years
- Resign – An officer under the age of 55 should use the resignation reason.

Note: Employees appointed on a contract basis and/or into temporary casual positions can elect to be paid out for accrued leave, either to take effect at the end of their contract or as at their last claim worked in a school year, whichever occurs later, without having to formally resign. In this instance, a request for payment should be made directly to Shared Services SA, via email EDUPayrollDoc@sa.gov.au

Ancillary staff intending on resigning/retiring must give the following notice:

- Less than 1 year of continuous service requires 1 week notice
- More than 1 year of continuous service requires 2 weeks notice

Delegate
The Delegate, is a Level 4 Delegate or above (Level 3, Level 2 and Level 2A).

Level 4 Delegates include:

- Managers (any position which reports directly to a Level 1,2 or 3 delegate and which supervises staff.
- Principals
- Pre-school Directors

Delegation specific to a level (ie level 4), does not preclude a higher level from exercising that function.

Where the employee resigning/retiring is at one of the above mentioned levels, the delegate will be the level above or higher.

Refer to HR delegations and authorisations guide for Education Act employees, and HR delegations and authorisations for Public Sector Act employees for further information.

Manager's employee exit checklist
The workgroup manager is to complete a manager's employee exit checklist. This Checklist can also be found in the Employee Exit Procedures.

Exit Report/Interview
It is important to ensure that employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work, either through a written Exit Report or face-to-face Exit Interview. Feedback received via either of these methods must be reviewed and considered in relation to departmental policies and procedures. This will enable workgroup managers to have more effective control over workgroup resources and ensure that existing employees are informed of and formally acknowledge their ongoing obligations with regard to confidentiality and intellectual property rights.

Exit Interview
The workgroup manager is to offer the employee the option of an exit interview. The workgroup manager will normally conduct these interviews. The employee may complete the VL153 Employee Exit Report at this interview or notes may be taken and confirmed by both parties. Completed forms are to be kept at the workgroup manager's site, and a copy is to be sent to Education.HRConfidential@sa.gov.au.

Exit Report
The workgroup manager is to provide each employee who is leaving the department with the Employee Exit Report. The employee is to be invited to complete the report. Any reports completed by employees are to be kept at the work site unless further action requires escalation to the appropriate management level. A copy is to be sent to Education.HRConfidential@sa.gov.au.

Please refer to the Employee Exit Procedures for more information.

Superannuation Enquiries
Queries relating to superannuation funds/contributions need to be referred to Super SA on 1300 369 315 or (08) 8207 2094 or visit their website at www.supersa.sa.gov.au.