

## 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		<i>for communications and forwarding payment summaries etc.</i>	Postcode
Work E-mail			

Nominated resignation/retirement date <small>(dd/mm/yyyy)</small>  <small>(last day at work or on leave)</small>	Are you currently on leave?  Yes      No	If "Yes", indicate dates  to
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**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 acknowledge 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notice has been received by or on behalf of the Chief Executive, the notice - and the effect of the notice - cannot be withdrawn, cancelled or rescinded.

(Signature of Employee)

(Date)

### Section 2: DELEGATE ACKNOWLEDGEMENT (e.g. site leader/manager)

(Print Name)

(Signature)

(Position)

(Date)

### Section 3: OFFICE USE ONLY

#### For processing of termination

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

Without Penalty      No. Days:

With Penalty

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

RR0141 - Termination of Employee completed

<b>ENTERED BY</b>	<b>CHECKED BY</b>
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## 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](mailto: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](mailto: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](mailto: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](http://www.supersa.sa.gov.au).