

## Leaver Form Guidance

It's important that leavers forms are filled out correctly so that the correct information is stored on our system, payroll are informed correctly, and also from a security perspective it ensures access is removed correctly.

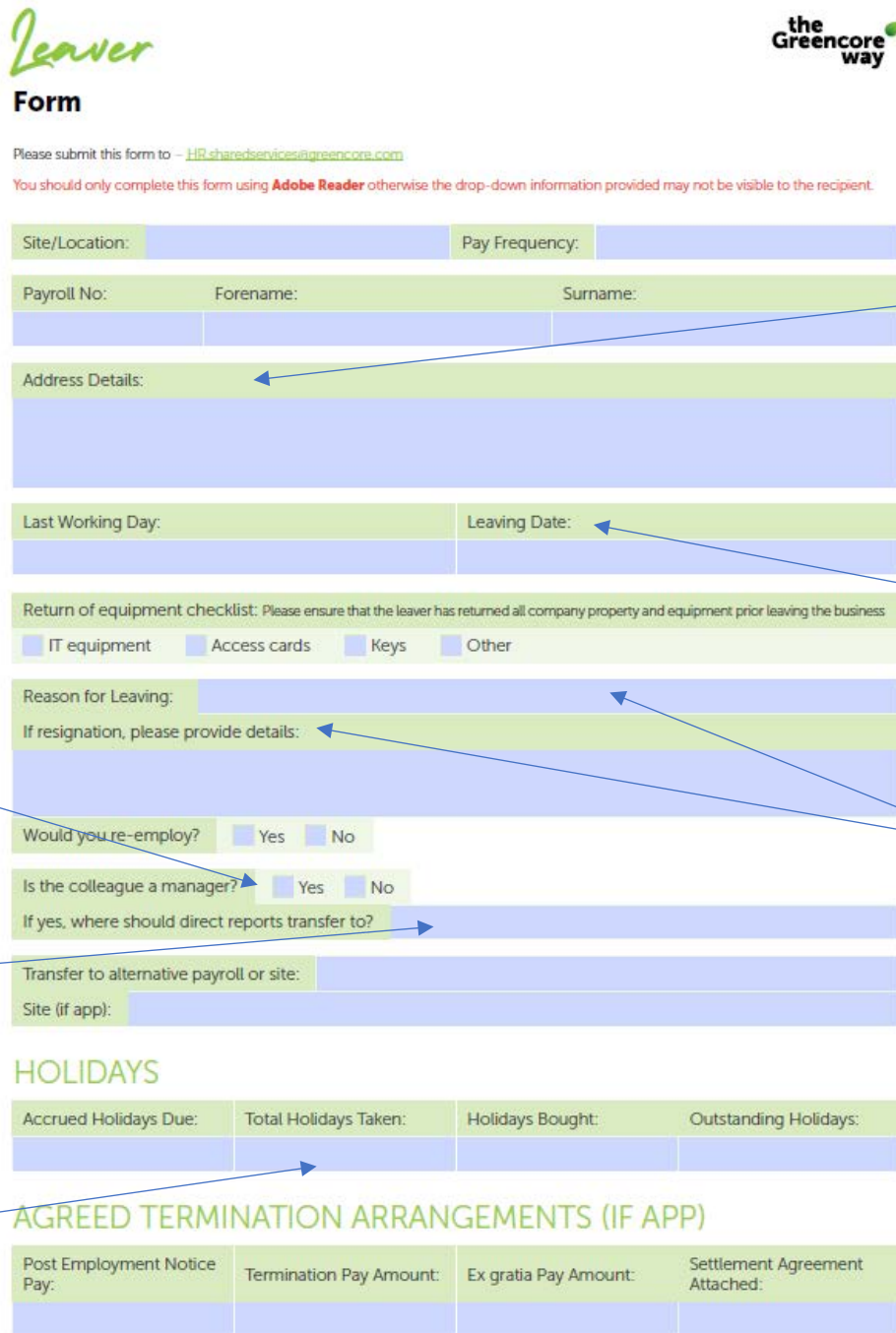
When completing leaver forms please fill out all boxes which are applicable, and please do not send these through to us with any missing information, as this can cause delays with payroll.

Payroll number is required to check we have the correct colleague (we do have duplicate payroll numbers and many colleagues with the same names)

This is the last day they were physically at work

If the colleague is a manager, please provide us with their replacement so we can transfer their direct reports

Ensure to calculate/obtain all information regarding holidays due/owed before sending the form



**Leaver Form**

Please submit this form to – [HR.sharedservices@greencore.com](mailto:HR.sharedservices@greencore.com)  
 You should only complete this form using **Adobe Reader** otherwise the drop-down information provided may not be visible to the recipient.

Site/Location: \_\_\_\_\_ Pay Frequency: \_\_\_\_\_

Payroll No: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address Details: \_\_\_\_\_

Last Working Day: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Return of equipment checklist: Please ensure that the leaver has returned all company property and equipment prior leaving the business

IT equipment  Access cards  Keys  Other

Reason for Leaving: \_\_\_\_\_

If resignation, please provide details: \_\_\_\_\_

Would you re-employ?  Yes  No

Is the colleague a manager?  Yes  No

If yes, where should direct reports transfer to? \_\_\_\_\_

Transfer to alternative payroll or site: \_\_\_\_\_

Site (if app): \_\_\_\_\_

**HOLIDAYS**

Accrued Holidays Due:	Total Holidays Taken:	Holidays Bought:	Outstanding Holidays:

**AGREED TERMINATION ARRANGEMENTS (IF APP)**

Post Employment Notice Pay:	Termination Pay Amount:	Ex gratia Pay Amount:	Settlement Agreement Attached:

It's important you confirm the colleagues most up-to-date address, so leavers documents such as the colleagues P45 are sent to the correct place

This is the colleagues official leaving date

Please provide as much detail as possible to why the colleague is leaving so we can log this correctly