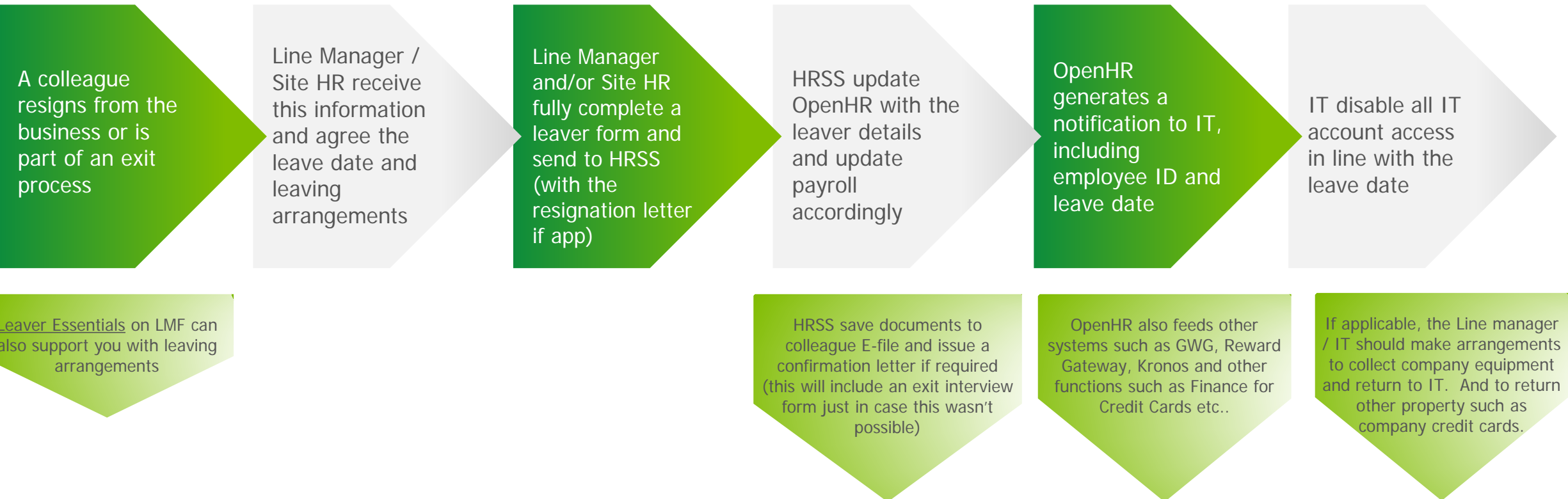


Leaver Process

- It is imperative that leavers are processed immediately, for both payroll and IT security purposes
- OpenHR feeds information into other Greencore systems
- The leaver form is available here: <https://hrss.greencore.com/services/colleague-leavers/>
- The leaver form should be sent to HR.sharedservices@greencore.com (or can be entered directly through the HRSS portal [HRSS.Greencore.com](https://hrss.greencore.com))
- Payroll will not accept leaver forms directly, they must be processed via HRSS



Leaver Process – Exceptions to Policy

- There are some unavoidable situations where leavers may be processed after the leave date
- These situations are primarily those that involve an employee relations process upon departure
- These include the following (this is a guide only, as other situations and timescales may occur)
 - Dismissal (Up to 40 days to allow time for appeal period and re-hearing, the leave date will be back-dated)
 - Redundancy (Up to 27 days to allow time for appeal period and meeting, the leave date will be back-dated)
 - Ill-health termination (Up to 27 To allow time for appeal period and re-hearing, the leave date will be back-dated)
 - Settlement agreement (Up to 20 days to allow time for the signed agreement to come back, the leave date will be back-dated)
- Colleagues that resign or are terminated (AWOL, unsuccessful probation) with immediate effect could also be processed late due to the timing, but no more than 1-3 days
- Every effort should be made to process leavers on time, so there should always be a justified reason if these situations result in a late leaver notification