

# SEPARATION OF EMPLOYMENT PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

- Understand the procedure for when employees are separating from Sydney Children's Hospitals Network (SCHN).
- Ensure employees and managers are aware of the documentation required, notice periods, and responsibilities when facilitating the separation of an employee from SCHN.
- Aware of the various types of 'separation' and associated NSW Health Policies.

## CHANGE SUMMARY

- No changes.

## READ ACKNOWLEDGEMENT

- All managers are to read and acknowledge they understand the contents of this Document.
- All employees are to be aware of this document.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> July 2019	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Associate Director - Workforce Operations	<b>Area/Dept:</b> Workforce

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## 1 Introduction

This document ensures that employees and managers are aware of the requirements when employees separate from employment, including the Award notice periods, the forms required to be completed, and the need for an appropriate handover to occur. Junior Medical Officers (JMOs) should contact the onsite JMO Workforce Team for assistance with the appropriate separation process.

Separation of employment could include termination of employment by resignation, transfer to another Local Health District/ Specialty Network or NSW Public Sector agency, retirement, medical retirement, voluntary redundancy, completion of a fixed or other term employment, separation by the course of events (e.g. death of an employee) or dismissal from employment.

### 1.1 Notice period for separation of employment

Employees are encouraged to give as much notice as possible, however, the notice period must not be less than that provided by the relevant Award. If an employee fails to give the required notice, some Awards provide for a forfeiture of salary equivalent to the notice period.

Notice required by the various Public Hospital Awards is as follows:

- |  |            |
|--|------------|
| • Health Employees Conditions of Employment (State) Award                                      | One Week   |
| • Public Health Service Employees Skilled Trades (State) Award                                 | One Week   |
| • Public Health System Nurses' and Midwives' (State) Award                                     | 14 Days    |
| • Health Managers (State) Award  | One Month  |
| • Staff Specialists (State) Award  | One Month  |
| • Public Hospitals (Medical Superintendents) (State) Award                                     | Four Weeks |
| • Public Hospital (Medical Officers) Award   | Four Weeks |
| • Hospital Scientists (State) Award  | 28 days    |
| • Public Hospitals (Professional & Associated Staff)<br>Conditions of Employment (State) Award | 28 days    |

### 1.2 Responsibilities

#### **Employee**

- To provide the relevant period of notice as per their Award.
- To complete an electronic separation form via Staff Link if the employee is separating from SCHN or transferring to a casual position within SCHN.

- To complete the paper based [separation checklist](#) available on the intranet.
- To participate in a voluntary [exit survey](#).
- Sydney Children's Hospital, Randwick (SCH) Nursing staff:
  - To make an appointment with Nurse Manager Workforce for an exit interview.
  - To forward the completed separation checklist to the Nurse Manager Workforce, SCH.

### **Line Managers**

- To encourage employee to complete the [exit survey](#).
- To conduct an [exit interview](#) with exiting employees who wish to do so.
- To complete the [separation checklist](#). Ensure all system access is removed. The completed separation checklist is to be stored appropriately within the department.

### **Senior Managers**

- To ensure staff have provided the relevant notice period.
- To conduct exit interviews if the employee does not wish to undertake the interview with their line manager.

### **Workforce Transactional Services**

- To verify the separation eform and send to HealthShare for final payment to be made.
- Refer to [flowchart](#) for more information.

## **2 Procedure for separation**

1. Separation ideally should be formally notified (i.e. written notification) by the employee.
2. Employee to go to Stafflink and complete the separation e-form as soon as formal notice is provided (NB: A manager in consultation with the employee may complete on behalf of the employee)
  - Employees should update their payslip delivery preference email through ESS to ensure their final payslip is sent to their nominated email address.
  - Payment summary will also be sent to this nominated email address at the end of the financial year.
  - The appropriate separation reason will need to be selected from the list provided in the eform.
  - Employees considering options for retirement who are members of State Government Superannuation schemes should seek advice from their Superannuation Board regarding the superannuation aspects of their decision to retire. In all cases where a staff member who is a contributor to a State

- Superannuation fund retirees SCHN is required to notify the appropriate Superannuation Authority on the relevant form.
- Employees seeking to separate due to ill health should contact a Workforce Consultant/ Manager in the first instance, to discuss options that are available to the employee and/or the possibility of medical retirement.
  - Employees who have been offered a voluntary or forced redundancy in accordance with Managing Excess Staff of the NSW Health Services PD2012\_021, will follow a similar separation pathway however the Workforce Consultant/ Manager will be involved in the facilitation of the separation.
  - If there are difficulties regarding access to the separation e-form in StaffLink, please contact Workforce Transactional Services.
- 3.** Manager to review and approve the separation e-form through Manager Self Service (MSS) and action the following in a timely manner (as soon as formal notice is received):
- Leave to be transferred or paid out. If leave transferred, enter the LHD or government agency details.
  - Check ADO balance:
    - ADOs to be utilised prior to separation day. ADOs may be paid out in exceptional circumstances.
    - Advise HealthShare in separation eForm comment section whether negative ADO payment is to be deducted
  - Final roster to be entered and finalised in HealthRoster.
- 4.** Workforce Transactional Services verifies the separation e-form and sends to HealthShare for final payment to be made.
- 5.** Manager and employee jointly complete the paper based [separation checklist](#). For SCH Nurses the completed separation checklist is sent to the Nurse Manager Workforce, SCH.
- 6.** Workforce Transactional Services Team sends a monthly report to the following services to ensure closure of accounts:
- IT Services
  - Learning Development & Education
  - Internal Audit
  - e-Health
  - Transport Services (CHW & SCH)
  - HealthShare NSW and
  - Revenue

### 3 Exit Survey and Interview

Employees separating from employment should be offered and encouraged to participate in an online [exit survey](#).

Employees can also request an exit interview with their Manager if they would like to present their feedback in person. Exit interviews for SCH Nurses may also be undertaken by the SCH Nurse Manager Workforce.

As a face-to-face process the exit interview provides an opportunity for the manager and employee to have a more detailed conversation about the employee's experiences working at SCHN, the reasons that contribute to their leaving, and what changes may have encouraged the employee to stay. This provides an opportunity for managers to assess recommendations and what changes can be implemented at a local level to improve working conditions and retention of employees.

In some circumstances employees may have concerns about undertaking an exit interview with their direct manager. In these circumstances arrangements should be made for a more senior manager or the Workforce Manager to conduct the exit interview.

Exit interviews should be conducted between notification of separation and the actual date of separation from employment.

### 4 Resources

- [Separation checklist](#)
- [Flowchart](#)
- [Guide to completing the Separation eForm](#)
- [Guide to updating/modifying Separation eForm](#)

### 5 References

1. [NSW Health Awards](#)
2. [Leave Matters for the NSW Health Service PD2018\\_046](#)
3. [Managing Excess Staff of the NSW Health Services PD2012\\_021](#)

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## 6 Flowchart

