

# RESIGNATION AND EXITING THE UNIVERSITY PROCEDURE

## SCOPE

This procedure applies to all fixed-term and continuing staff at Australian campuses, herein collectively referred to as 'you' for the purpose of this procedure.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

## PROCEDURE STATEMENT

This procedure outlines the process staff should follow when resigning from the University, including staff obligations to ensure that all University-owned equipment is returned prior to their departure. It also outlines ways that staff are able to provide exit feedback on a voluntary basis.

Monash University ('us', 'our' or 'we') encourages staff leaving Monash to provide feedback about their reasons for leaving and to better understand the variety of experiences of working at Monash. The exit questionnaire results are used in considering how to improve the experience of working life at Monash.

### 1. Resignation process

You provide notice of intention to resign in accordance with the relevant notice period

- 1.1 If you wish to resign your employment from the University, you must provide written notice to your supervisor of your intention to resign by submitting a completed Notice of Resignation via 'Leaving Monash' in [ESS](#). Notice periods for resignation vary depending on your employment contract. The period may be reduced or waived with the prior approval of the Dean or Executive Director.
- 1.2 The relevant notice periods are outlined in the tables below.

#### Academic staff

- 1.3 Unless otherwise stipulated in your contract of employment:

Appointment type	Notice period
Continuing appointments at levels B-E	6 months
Continuing appointment at level A	1 month
Fixed-term appointment of two years or more at levels B-E	3 months
Fixed-term appointment of less than two years at levels B-E	1 month
Fixed-term appointment at level A	1 month

## Professional staff and Trades and Services staff

1.4 Unless otherwise stipulated in your contract of employment:

Period of continuous service	Notice period
Not more than 1 year	At least 1 week
More than 1 year but not more than 3 years	At least 2 weeks
More than 3 years but not more than 5 years	At least 3 weeks
More than 5 years	At least 4 weeks

1.5 If you are resigning, you must also apply for any leave that will be taken during the notice period no later than two weeks before your resignation date.

1.6 You should apply for leave in your Notice of Resignation via 'Leaving Monash' or 'My Leave Request' in [ESS](#). For long service leave, you should complete an [Application for Leave and Special Leave \[Online\]](#) form. Where possible, you should take any outstanding annual and/or long service leave during the period of notice.

### Your supervisor acknowledges the resignation

1.7 Your supervisor will:

- acknowledge the Notice of Resignation in [ESS](#).
- ensure that any early release date has been approved by the Dean or Executive Director; and
- submit the completed Notice of Resignation to Monash HR for processing.

### Monash HR initiates appropriate staffing action

1.8 Monash HR will ensure the final pay is processed in a timely manner and take advice from the HR Operations Centre where payments are held pending receipt of University property or where payments are held in accordance with [clause 26.4](#) of the enterprise agreement (for academic and professional staff).

### Monash HR notifies you of the exiting process

1.9 Monash HR will provide you and your supervisor with a Confirmation of Resignation/Retirement email containing requirements and obligations such as returning University property prior to leaving the University and you will receive an automatic invitation to complete the online staff exit questionnaire.

### Responsible areas ensure assets are returned

1.10 Monash HR will alert the following areas of impending staff departures via regular online reports:

- Expense Management, Procurement to Payment Services; and
- eSolutions

1.11 Each of these areas will liaise with you, your supervisor and relevant authoriser and take appropriate action as required, for example cancellation of corporate credit cards or provision of advice regarding return of mobile phones.

### You and your supervisor complete departure requirements

1.12 In order to receive a final termination payment, you must return all University property and reconcile all outstanding debts prior to leaving the University. Your supervisor is responsible for ensuring this. If you are transferred or seconded to other positions in the University, you must also ensure that all relevant items are returned prior to the commencement of the secondment or transfer.

1.13 Your supervisor will advise the HR Business Partner of any outstanding issues, in which case your final pay will not be processed until the issues have been resolved, however within 14 days of your employment being terminated, we will pay you amounts owed as per [clause 26.6](#) of the Enterprise Agreement.

### You may complete the exit questionnaire

1.14 Whilst it is optional to participate in this process, we encourage you to complete an exit questionnaire to assist us to improve future experiences for staff. The survey can be conducted online.

1.15 You may complete the exit questionnaire either prior to or at the time of departure from the University. You may also contact your HR Business Partner to request a face-to-face exit interview. The exit interview will be conducted by the HR Business Partner or another trained Monash HR representative.

## 2. Collation and use of data

- 2.1 We will seek to obtain objective and confidential feedback from you if you are voluntarily terminating your employment. To support our commitment to a fair, ethical and equitable working environment, such exit data may be used to analyse staff exit rates according to gender, age, classification and type of employment.
- 2.2 Data collected through this process is confidential and will not be used in a manner that allows your identification unless your express authority is obtained. Reports will only be produced where the sample size ensures the anonymity of the participants. Reports will be generated by Monash HR and major trends will be reported to the Chief Human Resources Officer and the relevant Faculty/Department.

## 3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Dean or Executive Director	The Dean of the Faculty or Executive Director or nominee in any case where the Dean or Executive Director has formally nominated a person to act as their nominee for the purpose.
Employee Self Service (ESS)	The online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.
Exit Interview	Can be requested by the staff in addition to the Exit Questionnaire to provide feedback when leaving the University. Exit Interviews are structured, face-to-face interviews with a trained representative from Monash HR.
Exit Questionnaire	A standard format questionnaire which is the primary mechanism available for staff to provide feedback when leaving the University.
HR Business Partner	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
HR Operations Centre	A centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the staff lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.
Head of Unit	Head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.
Enterprise Agreement	<p>The Enterprise Agreement means the <a href="#">Monash University Enterprise Agreement (Academic &amp; Professional Staff) 2019</a> or the <a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a> or <a href="#">Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005</a> as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"><li>• <a href="#">Clause 18 – Annualised Hours Employment</a></li><li>• <a href="#">Clause 26 – Payment of Salaries and Deductions</a></li></ul> <p>Monash University Enterprise Agreement (Trades &amp; Services Staff- Building &amp; Metal Trades Staff) 2009</p> <ul style="list-style-type: none"><li>• <a href="#">Clause 29 – Payment of Salaries and Deductions</a></li></ul> <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"><li>• <a href="#">Clause 29 – Payment of Salaries and Deductions</a></li></ul>
Supervisor	The person who is responsible for the supervision of staff(s) and in most cases this will be the immediate line manager.

## GOVERNANCE

Parent policy	<a href="#">Employment conditions</a>
Supporting schedules	
Associated procedures	<p><b>Procedure forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Exit Checklist</a></li> <li>• 'Leaving Monash' in <a href="#">ESS</a></li> </ul>
Legislation mandating compliance	<a href="#">Information Privacy Act 2000 (Vic)</a>
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Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400