



Leaving Deakin procedure

Section 1 - Preamble

(1) This Procedure is effective from 18 November 2019.

Section 2 - Purpose

(2) This Procedure outlines the processes for staff leaving their employment with the University.

Section 3 - Scope

(3) This Procedure applies to all staff (other than casual staff) employed by the University.

Section 4 - Policy

(4) This Procedure is pursuant to the [Employment of Staff policy](#).

Section 5 - Procedure

(5) Staff may leave their employment or have their employment terminated by the University in accordance with clause 64 the [Deakin University Enterprise Agreement 2017](#)(EA), an Executive Contract, or a Senior Staff Performance Contract.

Resignation

(6) All staff who wish to resign from the University must advise their Head of Organisational Unit, either directly or through the staff member's manager, of their intention to resign in accordance with the notice period specified in their contract of employment.

(7) The staff member must then submit their resignation through [DeakinPeople](#) via the Resignation/Retirement tile.

(8) The Head of Organisational Unit may waive or reduce the period of notice. In such cases, the Head of Organisational Unit must advise HRD of the revised notice period.

(9) HRD will confirm the staff member's resignation in writing.

Retirement

(10) There is no compulsory retirement age at the University. Staff may choose to retire from the University at any time after reaching the age of 55 years.

(11) Eligible staff wishing to retire must provide notification of their intention to retire, including the effective date, to their Head of Organisational Unit. Minimum notice of an intention to retire is the notice period specified in the staff

member's contract of employment. However, staff are encouraged to discuss any intention to retire as part of their regular DeakinAchieve conversation to support workforce planning and for the University to consider whether circumstances exist where a pre-retirements contract may be offered by the Executive Director, Human Resources in accordance with the [Flexible Work Arrangements procedure](#).

(12) The staff member must submit their retirement notification through [DeakinPeople](#) via the Resignation/Retirement tile.

(13) HRD will confirm the staff member's retirement in writing.

Expiry of a fixed-term contract

(14) Fixed-term staff leaving the University at the conclusion of their contract are not required to submit their resignation.

(15) Fixed-term staff who wish to resign prior to the end of their fixed-term contract must do so in accordance with clauses 6 and 7 of this Procedure.

Abandonment of employment

(16) Where a staff member fails to attend work without prior notice or approval from their manager, the manager will attempt to contact the staff member at the earliest possible time.

(17) If the manager is unable to make contact with the staff member, the manager should contact HRD who will attempt to contact the staff member.

(18) The Executive Director, Human Resources or nominee will write to the staff member to:

- a. seek an explanation for their absence;
- b. advise the staff member that the University intends to treat their failure to present for work as an abandonment of employment unless they return to work or provide acceptable reasons for their absence;
- c. request a response within five working days.

(19) If no response is received, the Executive Director, Human Resources or nominee will send a final letter to the staff member confirming the end of the employment relationship and the payment of the balance of any entitlements.

(20) While the Executive Director, Human Resources or nominee undertakes the steps outlined in clauses 18 and 19 above, they will determine whether the staff member will be placed on leave without pay.

(21) An unauthorised and unexplained absence from work for a total period of two weeks or more will normally constitute an abandonment of employment.

Actions for manager and staff member prior to staff member's departure

(22) Prior to the staff member's departure:

- a. the manager and the staff member should complete the [Leaving Deakin Checklist](#), and
- b. the staff member may receive an invitation to complete an Online Exit survey which provide the departing staff member with an opportunity to share their experiences to improve the employment experience of the University's current and future staff.

(23) Staff must return all University property in their possession (see [Leaving Deakin Checklist](#)).

(24) Any outstanding debts or overpayments must be cleared prior to departure, in accordance with the [Remuneration procedure](#).

Death in service

(25) The Head of Organisational Unit will contact the Executive Director, Human Resources as soon as possible following the death of a member of staff.

(26) The Executive Director, Human Resources will advise the Vice-Chancellor and relevant member of the Executive and liaise with the organisational unit of the deceased staff member to offer assistance to the family of the deceased as appropriate.

(27) The Executive Director, Human Resources or nominee will also arrange for support and counselling for other staff members as appropriate.

(28) The Executive Director, Human Resources or nominee will liaise with the estate of the deceased staff member and organise for final payments to be made.

Section 6 - Definitions

(29) There are no definitions arising under this Procedure.

Status and Details

Status	Current
Effective Date	18th November 2019
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Approval Authority	Vice-Chancellor
Approval Date	11th November 2019
Expiry Date	To Be Advised
Responsible Executive	Kean Selway Chief Operating Officer +61 3 52278588
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