



Leaving Deakin procedure

Section 1 - Preamble

(1) This Procedure is effective from 26 April 2022.

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 continuing and fixed-term 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 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 leader in writing, of their intention to resign in accordance with the notice period specified in their contract of employment.

(7) The leader may waive or reduce the period of notice at their discretion.

(8) Following receipt of the staff member's notification of resignation, the leader will submit the resignation advice including final date of employment through [DeakinPeople](#), My Team tile.

(9) HR Central Services will confirm the staff member's resignation in writing to the staff member and their leader.

Retirement

(10) 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 written notification of their intention to retire, including the effective date, to their leader.

(12) Following receipt of the staff member's notification of retirement, the leader will submit the retirement advice, including effective date through [DeakinPeople](#) My Team tile.

(13) 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-retirement contract may be offered by the Chief People and Culture Officer.

(14) The Chief People and Culture Officer or nominee may offer eligible staff members one of the following pre-retirement contracts:

- a. For a full-time continuing staff member, the option of converting to part-time hours:
 - i. this will normally be at 0.5 fraction, for a period of up to three years on a non-renewable fixed-term contract
 - ii. for the duration of the fixed-term contract, employer and staff member superannuation contributions will be maintained at the full-time rate, based on the staff member's full-time salary, subject to the provisions of the relevant superannuation scheme; or
- b. For a full time or part time continuing staff member the option of moving to a non-renewable fixed term contract, for a period of up to three years, subject to:
 - i. the duties of the fixed-term contract are substantially the same as the duties of the continuing position held by the staff member immediately prior to entering the arrangement;
 - ii. the staff member will receive a salary loading of 10% for the fixed-term period, which will be superannuable in accordance with the relevant superannuation scheme's regulations.

(15) A pre-retirement contract will only be offered to an eligible staff member by the Chief People and Culture Officer or nominee where they consider it to be mutually beneficial for the University and the staff member taking into account:

- a. the criticality of the staff member's position to the University;
- b. whether the staff member's position requires skills and knowledge that are not held by other staff across the University; and
- c. whether there are other current staff who have the same or similar duties and responsibilities as the staff member.

(16) Where a leader is considering a pre-retirement contract as part of managing their workforce they must discuss this with their Senior People and Culture Partner and together submit a business case addressing clause 15 to the Chief People and Culture Officer or nominee for consideration and determination.

(17) The Chief People and Culture Officer or nominee will determine the duration of any offer of a fixed-term contract based on the University's anticipated length of time it will take to:

- a. recruit a candidate to the position; and
- b. transition the skills and knowledge to a new staff member or other staff members in the University.

(18) Where a staff member accepts an offer of a pre-retirement conversion, the leader and the staff member will determine the work hours and job responsibilities, ensuring that the arrangement meets the operational needs of the area.

(19) Unless otherwise agreed by the Chief People and Culture Officer or nominee this pre-retirement contract will be considered a transition to retirement arrangement and at the end of the fixed-term contract the staff member's employment with the University will cease.

(20) At the discretion of the relevant member of the Executive, the University may engage the staff member as a

casual staff member following cessation of their pre-retirement contract of employment.

(21) HR Central Services will confirm the staff member's retirement in writing to the staff member and their leader.

Expiry of a fixed-term contract

(22) Staff employed on fixed-term contracts leave the University at the conclusion of their contract and are not required to submit their resignation.

(23) Staff employed on fixed-term contracts who wish to leave the University before the end of their fixed-term contract must do so in accordance with clause 6 of this Procedure.

Abandonment of employment

(24) Where a staff member fails to perform their usual duties without prior notice or approval from their leader, the leader will attempt to contact the staff member at the earliest possible time.

(25) If the leader is unable to make contact with the staff member, the leader should contact HR Central Services (hrcentral@deakin.edu.au).

(26) HR Central Services 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.

(27) If no response is received, the Chief People and Culture Officer 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.

(28) While the steps outlined in clauses 26 and 27 occur, the Chief People and Culture Officer or nominee may place the staff member on leave without pay.

(29) 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 leader and staff member prior to staff member's departure

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

- a. the leader 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.

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

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

Death in service

(33) The relevant leader will contact the Chief People and Culture Officer as soon as possible following the death of a member of staff.

(34) The Chief People and Culture Officer 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.

(35) The Chief People and Culture Officer or nominee will also arrange for support and counselling for other staff members as appropriate.

(36) The Chief People and Culture Officer or nominee will liaise with the estate of the deceased staff member and organise for final payments to be made.

Section 6 - Definitions

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

Status and Details

Status	Historic
Effective Date	26th April 2022
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