



# TU Dublin Procedure

Ceasing Employment with the  
University

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## 1. Document Control Summary

Area	Document Information
Author	Human Resources
Owner	Head of Workforce Strategy
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## 2. Introduction / Context

Staff members may leave the University for a number of reasons and it is important for both the staff member and the University that this process is managed as smoothly as possible.

## 3. Purpose

The purpose of this Procedure is to outline the process by which the cessation of employment through resignation, retirement or the expiry of a fixed term or specified purpose contract is managed.

## 4. Scope

- 4.1 This Procedure applies to all staff (with the exception of Hourly-Paid Part-time Assistant Lecturers and Exam Invigilators)<sup>1</sup> whose employment is ending through resignation, retirement or expiry of a fixed term or specified purpose contract.
- 4.2 Termination of Employment under the University's Probation Procedures and/or Disciplinary Procedures is dealt with separately through those Procedures.

## 5. Roles and Responsibilities

The roles and responsibilities of both a staff member and their Line Manager are set out below.

## 6. Procedure Details:

### 6.1 Procedure Overview

#### Ceasing Employment by Resignation or Retirement

- 6.1.1 Staff who plan to resign or retire from the University should write to their Line Manager (an email is sufficient) stating clearly the date on which they wish to cease employment. Staff are encouraged to give as much notice as possible to their line manager to assist with planning, handover and training (if necessary) to ensure the smooth continuation of services. However, the formal notice period as outlined in their contract of employment is the minimum notice expected, and this must be adhered to.

<sup>1</sup> The ceasing of employment of Hourly-Paid Part-time Assistant Lecturers and Exam Invigilators is managed locally in the first instance by the Faculties and Student Services and Wellbeing. The procedure set out in 6.2 should continue to apply.

## Ceasing Employment on Expiry of a Fixed Term or Specified Purpose

- 6.1.2 Human Resources will formally write to a staff member at least 2 weeks prior to their expected end of employment date. This communication should coincide with the Line Manager arranging to meet with the staff member to discuss their cessation and the off-boarding process i.e. return of any University property/assets and the clearing out of the staff member's work area of all personal belongings. Staff members should liaise with Technology Services with regard to closing their TU Dublin IT accounts.

## 6.2 Procedure

### 6.2.1 Resignation/Retirement

Staff including those on a fixed term or specified purpose contract can choose to end their employment at any stage by giving the University notice of their intention to resign/retire. While the reason for resignation is not required, some staff may choose to provide this.

Resignation/Retirement should be tendered in writing (an email is sufficient) addressed to the Line Manager and copied to [talentsupport@TUDublin.ie](mailto:talentsupport@TUDublin.ie). This communication should clearly state that the staff member is resigning/retiring and the expected date of their final day of employment. The minimum amount of notice, as set out in their contract of employment, is required. If a staff member is in any doubt about their notice period, they should contact Human Resources.

Where a staff member intends to resign/retire, it is the responsibility of the Line Manager to notify their HR Partner so that the ceasing process can commence, including the completion of the Exit Checklist (refer to 6.2.6 and Appendix A). It is important to do this as soon as the staff member tenders their resignation/retirement to avoid the possibility of an overpayment.

### 6.2.2 Property/Assets/Documentation

All staff ceasing employment with the University are responsible for returning all property, data and assets belonging to the University prior to their departure. This includes staff cards, security access cards, keys, laptop computers or tablets and associated equipment, mobile phones, credit cards, chairs, desks or any other property/assets belonging to TU Dublin. Line Managers are responsible for ensuring the information on the Exit Checklist is maintained and all University property/assets/documentation is returned to the University.

When staff cease employment with the University, they often take with them valuable knowledge which may be of use to the University either from a historical or purely operational perspective. Staff are requested to consider carefully whether documentation should be deleted, retained or passed to the appropriate person within the University.

### 6.2.3 IT Access

Access to the University's on-line services, including TU Dublin email, online storage, University applications, and wireless connectivity will cease on the date of resignation, expiry of a fixed term or specified purpose contract unless other arrangements are temporarily put in place. Such temporary arrangements may include academic staff finalising exam papers, completion of exam boards. This temporary access must be requested by the staff member to their UET member before their leave date as specified in CoreHR is confirmed in HR. The UET member must notify HR and Technology Services that the request has been approved. The staff member must agree to adhere to all TU Dublin policies, and the access must be for a

specified period only.

In the case of a staff member who is retiring, access to all TU Dublin services and accounts will be disabled upon the retirement date supplied by HR to Technology Services unless the retiree has been approved as an Active Retired Staff member or Emeritus Fellow. Access to disabled TU Dublin services and accounts cannot be reinstated after the retirement date.

#### 6.2.4 Final Pay

Payroll issues a final payslip by post.

Where a staff member ceases employment part-way through the year, their annual leave entitlement where applicable will be pro-rated based on the portion of the annual leave they have accrued. The University's holiday year runs from January to December.

In some cases, the staff member may have used more annual leave than they have accrued at the point of ceasing employment and their holiday entitlement will be in deficit. The value of this annual leave will be deducted from the staff member's final pay.

The University is authorised to make further deductions in respect of any outstanding sums owing by staff members from their final salary. This includes outstanding payments due for the Tax Saver and/or the Cycle to Work schemes. The policy on overpayments to staff can be found at the following link. [Overpayments to Staff HRP026](#)

Equally, any monies owed to a staff member will be paid in the final payroll. E.g. Untaken annual leave, overtime, expenses, etc.

If the staff member is in receipt of a Fee Waiver or Fee Support and decides to leave the University during their studies the following rules will apply -

- i) Where a staff member ceases employment by way of resignation/retirement within one year of completion of a year/semester of a course/programme for which they have been granted a fee waiver, they will be required to repay the cost of the fee for that year/semester to the University.
- ii) Where a staff member is in receipt of fee support for programmes below PhD/Doctorate level and decides to leave the employment of TU Dublin during their studies or within one year of completion of a 7 year/semester of a course/programme for which they have been supported, they will be required to repay the cost of the fee for that year/semester to the University.
- iii) Where a staff member is in receipt of fee support for Doctorate level programmes and decides to leave the employment of TU Dublin during their PhD research or within two years of completion of a year/semester of a course/programme for which they have been supported, they will be required to repay the cost of the fee for that year/semester to the University. Details on the Fee Support Policy can be found at the following link:

[Fee Support for Staff Pursuing Professional Qualifications Outside of TU Dublin HRP017](#)

and for the Fee Waiver Policy at this link.

[Fee Waivers for Staff on TU Dublin Part-time and Evening Courses HRP018](#)

## 6.2.5 Pension

The University promotes retirement planning and staff are encouraged to participate in seminars such as Mid-career financial planning and the Retirement Planning Seminar which are held periodically.

The Pensions team is invested in the maintenance and upkeep of the website to assist and guide staff planning their retirement.

Engagement with the Pension's team at least one year prior to retirement is encouraged so that all of the preparation is done to ensure a smooth transition from working life into retirement.

Staff who are members of a Pension Scheme should review their pension entitlements in the months leading up to retirement. Details of pension schemes is available at the following link [Human Resources | Pensions](#)

## 6.2.6 Exit Checklist (Appendix A)

In order to ensure a smooth cessation of employment, an Exit Checklist must be completed by the staff member and their Line Manager. This forms part of the formal record of cessation. The completed Exit Checklist should be signed and given by the Line Manager to their HR Partner no later than 3 days after the cessation of employment date. The Exit Checklist is available in appendix A.

## 6.2.7 Confidentiality

It should be noted that staff still have a duty of confidentiality to the University after they cease employment and should not disclose any confidential information to third parties.

## 7. Approval process

This Procedure must be approved by Human Resource Policy Team in order to be considered active.

## 8. Change Process

This Procedure will be reviewed on the 1<sup>st</sup> anniversary of its development date and 3 yearly thereafter to ensure that it is still fit for purpose.

The Procedure may be reviewed in between these scheduled periods should a need be so identified by the Chief Human Resources Officer and/or UET.

## 9. Related Documents

[Overpayments to Staff HRP026](#)

[Fee Waivers for Staff on TU Dublin Part-time & Evening Courses HRP018](#)

[Fee Support for Staff Pursuing Professional Qualifications Outside of TU Dublin](#)

[TU-Dublin-Identity-Management-Policy-TSIDM2023](#)

## 10. Conclusions

TU Dublin is fully committed to ensuring a smooth transition when a staff member ceases employment. This Procedure provides a step-by-step guide for staff and Line Manager to ensure a smooth transition is achieved and is expected to be followed.

## 11. Document Management

### 11.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
1	Original version	Human Resources	April 2025

### 11.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
1	12 <sup>th</sup> May 2026	UET

### 11.3 Document Ownership

This Procedure is owned by the Head of Workforce Strategy, Human Resources.

### 11.4 Document Review

This Procedure will be reviewed on the 1<sup>st</sup> anniversary of its development date and 3 yearly thereafter to ensure that it is still fit for purpose.

The Procedure may be reviewed in between these scheduled periods should a need be so identified by the Chief Human Resources Officer.

### 11.5 Document Storage

This Procedure will be stored within the HRPT Policy and Procedures Teams folder and will be accessible on the Human Resources website under Manager's Guides/SOP's.

**Appendix A – Exit Checklist to be completed by the staff member and Line Manager and provided by the Line Manager to their HR Partner no later than 3 days after the cessation of employment date**

Item	Action	Responsibility	Tick when Completed
<b>Letter of resignation / retirement/</b>	Staff member to send written notice of resignation / retirement (by email) to their line manager giving at a minimum, the notice specified in your contract of employment.	<b>Staff Member</b>	
<b>Resignation / retirement</b>	<p>Manager to confirm to HR the following:</p> <ol style="list-style-type: none"> <li>1. That the last date of work has been agreed and inform HR of that date</li> <li>2. any outstanding leave due and that Core Time has been updated</li> <li>3. that the staff member's resignation/ retirement letter/email has been submitted to HR</li> </ol> <p>Manager to engage with Technology Services where temporary or active access to IT services is required post-employment</p>	<b>Line Manager</b>	
<b>Forwarding address</b>	Check that their postal address is correct on Core Portal and provide a forwarding personal email address and telephone number.	<b>Staff Member</b>	
<b>Finance</b>	<p>Submit any outstanding expenses claims.</p> <p>Settle all other financial matters (such as money owed to the University) with Finance/Human Resources e.g. Training Funding in accordance with the Training and Development policies. Settle any outstanding payment with Human Resources such as the bike to work and travel pass scheme, etc.</p>	<b>Staff Member</b>	
<b>Payslips</b>	<p>Print Payslips if required</p> <p><a href="https://my.corehr.com/pls/coreportal_tudp/">https://my.corehr.com/pls/coreportal_tudp/</a></p>	<b>Staff Member</b>	
<b>Pension</b>	Staff who are members of the pension scheme should review the information they have been provided with to date, and the information at following link - <a href="#">Human Resources   Pensions</a> to make sure they understand their entitlements and obligations. Staff should also contact the	<b>Staff Member</b>	

	Pensions team for any questions in relation to the process. For retiring staff, up to 3 months' notice of retirement is required.		
<b>Handover</b>	Provide a handover containing information on the following - <ul style="list-style-type: none"> <li>- regular or re-occurring meetings, reports or tasks</li> <li>- key documents, procedural notes or reference material and where to find them</li> <li>- the status of recent and current projects, reports or tasks and details relating to; actions needed, stakeholders, budget (if applicable), critical issues, challenges or priorities</li> <li>- key contacts details (internal and external) data, documents and emails.</li> </ul>	<b>Staff Member</b>	
<b>Handover</b>	Ensure the staff member provides a written handover, containing the information listed above. This should be undertaken at the earliest opportunity.	<b>Line Manager</b>	
<b>Returning University property/assets/documentation</b>	Return the following items to your line manager before the end of the last working day: <ul style="list-style-type: none"> <li>- equipment (e.g. mobile devices, laptops, monitors, docking stations, headphones, chairs, specialist / office equipment) All unreturned devices will be remotely deactivated by Technology Services from the date of cessation of employment unless other arrangements are temporarily in place.</li> <li>- documentation deemed valuable to the University stored on portable media or in paper form</li> <li>- staff card</li> <li>- Office keys</li> <li>- any other property belonging to the University</li> </ul>	<b>Staff Member</b>	
<b>University property/assets/documentation</b>	Make sure the member of staff returns University property, such as the items listed above.	<b>Line Manager</b>	
<b>Reference requests</b>	Should a line manager receive a reference request for the staff member, please direct them to Human Resources. HR will provide a statement of employment.	<b>Line Manager</b>	

<b>Signature:</b>		<b>Staff Member</b>	
<b>Signature:</b>		<b>Line Manager</b>	
<b>Date:</b>			