

UNIVERSITY OF LEEDS
Voluntary Leavers' Scheme

1. Introduction

- 1.1. As part of its programme to make economies and secure efficiencies, the University is introducing, for a limited period, a Voluntary Leavers' Scheme (VLS). This is a scheme for staff who might be interested in leaving the University on a voluntary basis. This is not a redundancy scheme, rather the VLS aims to provide opportunities for members of staff to leave voluntarily in order to reduce the University's long term staffing costs.
- 1.2. Decisions for accepting applications under the VLS will be made entirely at the University's discretion, taking into account the best interests of the School or Service where the member of staff works, and the University as a whole.
- 1.3. Members of staff may also wish to consider the University policies on flexible working or career breaks, these can be found at www.hr.leeds.ac.uk/policies, under work-life balance.

2. Key dates

- 2.1. 8 February 2010 Scheme launched
- 2.2. 31 March 2010 Closing date for receipt of applications
- 2.3. Mid to end April 2010 Cases to be considered and results communicated
- 2.4. Where an offer to leave under the VLS is made, the member of staff will usually have a two week period in which to make their decision to accept the offer or not.
- 2.5. Applications under the VLS will normally be for leaving dates not later than 31 July 2010. In exceptional circumstances, where there is a particular service need, it might be possible to agree a later date.

3. Eligibility

- 3.1. All employees are eligible to apply, regardless of grade, type of contract or staff category, with the following exceptions:
 - 3.1.1. Staff whose University retirement date is on or before 31 July 2011
 - 3.1.2. Staff who have submitted their resignation
 - 3.1.3. Staff in the Faculty of Biological Sciences where a restructuring exercise is in operation.
- 3.2. Applicants must have completed a minimum of one year's continuous service with the University by 31 March 2010.

4. Terms of the VLS

- 4.1. The payment available to staff leaving under the VLS will be up to twelve months of current gross basic salary. This sum will be pro-rated as demonstrated on the table overleaf, where the period of employment is between 1 and 3 years, ie if service is 1 year the payment will be up to four months current gross basic salary.

University service	VLS payment
1 year to 31/03/2010	Up to 4 months
2 years to 31/03/2010	Up to 8 months
3 years to 31/03/2010	Up to 12 months

The sum offered will not be negotiable and will not be modified in accordance with any back-dated pay increase or pay increase agreed after the offer is made. Any pay in lieu of notice will be subsumed within the VLS payment.

- 4.2. For the purposes of calculating the payment, gross salary will exclude any non-pensionable allowances. For part time staff, the relevant salary will be the pro rata gross salary.
- 4.3. In some circumstances, where there is a demonstrated requirement, eg to allow for completion of teaching, it may be possible to agree limited part-time re-engagement. This will be for a proportion (between 10% and 30%) and salary will be capped at point 43 of the pay scale.
- 4.4. Staff who leave under the VLS will not normally be re-employed at a later date by the University in any capacity for at least five years following their leaving date, unless there is prior agreement as detailed in section 4.3 above.

5. Options for taking payment

- 5.1. The payment may be taken in one of two ways, or in some cases a mixture of both:
 - 5.1.1. A lump sum voluntary leaver's payment. It is expected that, in line with HM Revenue and Customs regulations, the first £30,000 of any severance payment will be paid without deduction at source of income tax and national insurance contributions.

Or
 - 5.1.2. A voluntary pension payment. Subject to the rules of the relevant pension scheme, it may in some cases be possible for staff over age 55, who wish to take early retirement, to ask the University to use part or all of the severance payment to enhance pension benefits, initially by 'buying out' the cost of any early retirement reduction and then using any excess payment to purchase additional pensionable service. If only part of the payment is used to fund pension benefits, the remainder will be paid to the member of staff as a lump sum voluntary severance payment. It is expected that, in accordance with HRM Revenue and customs regulations, any part of the payment used to purchase additional pension benefits will not be subject to deductions for tax and national insurance. The Pensions Department will be able to supply estimates of voluntary pension payments in advance of an application being submitted.

6. Procedure for making applications

- 6.1. Members of staff who wish to apply are encouraged to discuss their situation initially, in the strictest confidence, with their HR manager*, and then to submit an application form to the Pensions Department. A copy of the form is available at www.leeds.ac.uk/hr/pensions. Contact Mrs Jill Nimmo, Pensions Manager, ext 34147.

- 6.2. Members of staff are also encouraged to discuss their situation and options with their Head of School/Service.

7. Considering applications

- 7.1. On receipt of an application from a member of staff, the Pensions Department will seek recommendations from the Dean/VCEG member. Following that, applications will be considered by a VLS panel, chaired by the Deputy Vice-Chancellor. All decisions made by this panel will be final.
- 7.2. Following consideration by the VLS panel, the decision will be communicated in writing. Where an offer is made, there will normally be a period of 2 weeks in which to make a decision whether or not to accept the offer. Where an application is unsuccessful, it will be possible to discuss this with the HR Manager. All the applications will be considered after the closing date of 31 March 2010, No decisions will be made before this date. Decisions will be communicated mid to late April 2010.

8. Information, enquiries and support

- 8.1. Support and information is available from your HR Manager.
- 8.2. Information is also available from the Pensions department at www.leeds.ac.uk/hr/pensions. Any queries should be directed through the dedicated telephone helpline and/or email address: ext 34147 or e-mail vls@leeds.ac.uk.
- 8.3. To assist staff who leave under the VLS, the University will be arranging for information sessions to be held. These sessions will cover topics from specialist advisers and will cover financial advice and tax information as well as the process for applying for and accessing state benefits

* Faculty & Service HR Managers

Arts	Judith Hardy	34151	j.k.hardy@adm.leeds.ac.uk
Biological Sciences	Nicola McArthur	38052	n.l.mcarthur@adm.leeds.ac.uk
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Corporate Services	Carolyn Walker	31694	c.walker@adm.leeds.ac.uk
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Environment	Jo Rowell	35774	j.m.rowell@adm.leeds.ac.uk
Estate Services	Marek Camp	34039	m.d.camp@adm.leeds.ac.uk
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	Christina Craven	32204	c.p.craven@adm.leeds.ac.uk
PVAC	Keiron Broadhead	33962	k.r.broadhead@adm.leeds.ac.uk
RCS	Shetwah Lee	35773 38810	s.lee@adm.leeds.ac.uk

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THE UNIVERSITY OF LEEDS

To: The Pensions Manager

Application under the Voluntary Leavers' Scheme 2010

I wish to apply to leave the service of the University on a voluntary basis under the terms of the Voluntary Leavers' Scheme (VLS) with effect from _____

(please indicate proposed date of leaving)

Name (BLOCK CAPITALS): _____

Personnel Number: _____

E-mail address (to acknowledge receipt of your application): _____

Department: _____

Departmental Address _____

Faculty: _____

Title of post held: _____

Signed: _____

Dated: _____

We recommend that you discuss your application with your HR Manager in the first instance. Please confirm if you have had a discussion with your HR Manager: Yes / No