

# Employee Guide to Leaving Glasgow Life

## About this Guide:

Employees are the company's most valuable resource and when they leave they take with them valuable experience and skills in delivering efficient cultural (arts, libraries, museums, music, learning, community development) and sports services for the city of Glasgow. That is why if you are considering or have chosen to leave it's important for us to understand why.

We will ask for feedback on your experience of working with us, what we could have done differently, as well as what we're doing well.

This guide provides you with details of what you can expect to happen when you tell your line manager of your intention to leave, during your notice period and finally on your last day with us.

## What to do when you want to resign from Glasgow Life:

Your first step is to speak with your line manager. They will arrange to have a private discussion with you to confirm your reasons for resigning. It may be that through regular one to one arrangements or PDP discussions they've had with you that your resignation isn't a surprise particularly if you've been looking to advance your career or there's been a change in your personal circumstances. Even if this is the case they will need to have a chat with you as soon as possible after you tell them that you wish to resign.

## What happens once you have confirmed that you are leaving Glasgow Life:

This section explains what happens if you choose to leave, or are asked to leave by the Company.

### Resignation:

If you do decide to leave the Company, you must formally confirm your resignation, in writing, to your manager.

### Notice:

The amount of notice required will depend on your position and length of service. The [Company's Scheme of Conditions](#) will confirm how many weeks' notice you'll need to give.

### Outstanding holiday entitlement:

If you have any holiday entitlement outstanding before the date you're due to leave, you should take this before you go. If this isn't possible due to exigencies of the service, you will be paid in lieu of your remaining entitlement.

### References:

We will respond promptly and accurately, with factual information, to any reference requests from potential employers.

### Company property:

If you have any company property, such as mobile phones, laptop computers, security passes, keys, documents, files, and so on, you must return these to your manager before you leave.

**Re-employment:**

If you leave the Glasgow Life, you can decide to apply for a job with us again in the future. If your application is successful, you may not be able to claim continuous employment and may lose some of your original benefits or entitlements when you return.

**Dismissal:**

If you are dismissed from Glasgow Life you will receive the appropriate contractual notice of termination of employment. This is based on both the reason for dismissal and your length of service.

**Your Line Managers Responsibilities:**

When you decide to leave no matter the reason there are a number of tasks which your line manager will need to complete. These are:

- Make sure that you are aware of what happens during the process.
- Agree a leaving date with you.
- Identify how much leave and public holiday entitlement you have left and agree when you should take it.
- Complete the [leavers form](#) and send it to Service HR for processing.
- Agree with you how to tell your colleagues about your decision to leave.
- If appropriate agree work requirements to be completed before you leave and how any handover of work will be carried out.

**Whats Next:**

Our Service HR team will process your completed leaver's form. This includes checking whether you owe any money to the company. For example the company may have paid for you to undertake professional qualifications on the agreement that you would stay with us for an agreed period of time or pay back a proportion of the costs. If it's identified that you owe any monies your manager may need to discuss any repayment arrangements with you. Once your leavers form is completed you will receive a letter to your home address thanking you for your service, this will include a QR code which will direct you to an [Exit Survey](#) where we will ask for feedback on your experience of working with us, what we could have done differently, as well as what we're doing well. We will greatly appreciate your feedback. Please also find the QR code below should you wish to complete the survey just now.



## Your Last Day with Glasgow Life:

On your last day your line manager will thank you for contribution to Glasgow Life and for your part inspiring the people of Glasgow to lead richer, more active lives through culture & sport.

They will look after the practical aspects too and will collect all company property from you, for example laptop, mobile phone, keys, security badge, flexi card. They will also make sure that your details are removed from the flexi system, outlook and company intranet telephone directory.

## Please find a summary of the tasks that you will need to complete:

Task	Complete
Inform your manager of your wish to leave Glasgow Life, confirming this in writing	
Confirm your reason for leaving & agree a leaving date	
Work with your line manager to identify how any outstanding leave and public holiday entitlement will be taken.	
Agree with your line manager how they will tell your colleagues about your decision to leave.	
If appropriate agree work requirements to be completed before you leave and how any handover of work will be carried out.	
Make sure that you return all company property.	
Please take the time to complete your Exit Survey once received.	