

# Voluntary Severance Scheme

## Formal Application Form

### Part A – Introduction

All decisions concerning voluntary severance are subject to an efficiency case being approved by the Governing Body having consulted with and considered the advice of the Head of Education or his/her representative . HR and Finance have an advisory and monitoring role to play in the process.

### Part B – Employee Details (to be completed by the Applicant)

Full Name:

Job Title & Workplace:

School:

National Insurance No:

Post Reference No:

Pay No:

Date of Birth:

Post Status (if fixed term  
will need to state  
employment start and  
contract end dates)

(Tick relevant)

Permanent:

Fixed Term (temporary):

Provisional Leaving  
/Hours Reduction Date

Date expression of  
interest received:

### Part C – Category of Application

(to be completed by the Applicant)

This Application relates to:

1	Voluntary Early Retirement through efficiency of the service – access to pension/up to 30 weeks' statutory redundancy pay.	<input type="checkbox"/>
2	Voluntary Redundancy with up to 30 weeks redundancy pay.	<input type="checkbox"/>
3	Voluntary Reduction of Hours with compensatory payment	<input type="checkbox"/>

If requesting a reduction please state current contracted hours and proposed contracted hours

..... (Current)

..... (Proposed)

Please indicate proposed working pattern by entering hours you would like to work daily in the table below:

Monday	Tuesday	Wednesday	Thursday	Friday

I understand and accept that by completing this form I am accepting that I may not be given my statutory period of notice if this is more than the period of time between receipt of notice and date of termination/amendment to contract.

I accept that this application is binding and, if approved, I will be served notice of termination/amendment to contract.

**Employee signature .....** **Date**

**Please return this form to the Headteacher**

**PART D-G BELOW TO BE COMPLETED BY HEADTEACHER**

**Part D** - Value of 36 months' gross pay including on costs (Or Value of 36 months saving in gross pay if contracted hours are reduced or the post is being replaced with one of a lower grade/fewer hours)

For redundancies:

Annual Salary	Annual on-Costs (34% for teaching staff, 31% for non teaching staff) of Annual Salary)	Total Annual cost (add Annual Salary and Annual on-costs)	36 months' costs (multiply by 3)
£	£	£	£

Current salary	New salary	Annual difference (Current salary – new salary)	36 months' saving (Annual difference x3)
£	£	£	£

**OR** for reductions in hours

**Part E - Cost of Release**

Type of payment (and where you will find the figure – contact HR for advice if needed)	Where this applies	Cost Reference	Cost
<b>Total Redundancy Payment Due</b> (highlighted in yellow on the estimate from Payroll)	Voluntary Redundancy, Voluntary Early Retirement Voluntary and Reduction in Hours (NB in later documents this is referred to as a "Compensatory Award" for Voluntary Reduction in Hours)	A	£
<b>Pension Strain (Support Staff)</b> (available on the estimate from Payroll if applicable)	Voluntary Early Retirement only – if not applicable please enter £0	B	£
<b>Teacher First Year Cost</b> (available from HR if applicable)	Voluntary Early Retirement Teachers only - if not applicable please enter £0	C	£
<b>Annual On-going Cost</b> (available from HR if applicable)	Voluntary Early Retirement Teachers only - if not applicable please enter £0	D	£
<b>Total Cost for Voluntary Redundancy/Voluntary Reduction in Hours</b>		Cost A only	£ *
<b>Total Cost for Voluntary Early Retirement Support Staff</b>		Cost A + Cost B	£ *
<b>Total Initial Cost for Voluntary Early Retirement Teacher</b>		Cost A + Cost C	£ *
<b>Ongoing Annual Cost for Voluntary Early Retirement Teacher</b>		Cost D only	£

**\* This figure must be less than the figure shown at Part D above in order for the application to be accepted**

### **Part F – Business Efficiency Case**

Question	Y/N	Please give Details (attached separate sheet/evidence if necessary)
Does the school need to make savings in the current academic year?		
Does the school need to make savings in future academic year?		
Has the work of the applicant ceased or diminished? If "yes"		

please explain why; if “no” outline how this work will be covered in the future.		
Will there be a replacement post, e.g. on reduced hours and/or grade?		
Can the post (or hours) be deleted from the school’s staffing structure? (If “no”, please give details of any other post that will be deleted through the redundancy of this post holder e.g. through a “bumped” redundancy)		
Can the school’s development plan be delivered without the skills /qualifications /experience of the employee?		
Apart from the financial saving will the change proposed lead to any other benefits for the school?		

#### **Part G Declaration**

1. No agreement has been made or will be made with this employee concerning future re-employment by the Council in any paid capacity.
2. There are no outstanding or unaddressed capability or disciplinary concerns or formal processes regarding this employee; and
3. There are no outstanding or unaddressed concerns or formal processes regarding this employee’s ability to attend work on a regular basis.

(please note that ongoing formal action against an employee does not preclude them from applying for release under the Scheme, but it will be taken into account when decisions are made)

**If you cannot give this declaration, please state the reason below (provide additional sheets where necessary):**

**Please ensure you have attached the School’s latest budget sheet with this Business Case, otherwise it will be returned to you.**

**Authorising Headteacher (Full name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part H HR Comments:**

Any risks/concerns/issues that the Schools' Service or Governing Body should take into account when considering this application:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part I Finance Comments:**

Any risks/concerns/issues that the Schools' Service or Governing Body should take into account when considering this application:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Part J Schools' Service Comments:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Follow up actions:

- o Please complete the Governors' Approval/Decline Form as applicable (Appendix D or E)
- o Forward a copy to the Headteacher and a copy to the School's HR Business Partner.

Once all completed forms are received by the Local Authority, notice will be issued.