

Voluntary Redundancy (VR) Process

(please note this process is not to be used if currently in or about to commence in a restructure, please discuss with your line manager options for VR)

Employee	Payroll	Employee	Manager	HR	Workforce Board	EMT	Ast Director & Manager	HR	Employee
<p>Review VR process, FAQs and redundancy calculator for estimate</p> <p>Discuss VR with your line manager</p> <p>Application form submitted on line</p>	<p>Redundancy calculated and shared with employee,</p>	<p>Employee has 10 days to accept to continue with application or withdraw</p>	<p>Manager decision form completed and submitted on line</p>	<p>Pension strain calculated if employee over 55</p>	<p>VR Application, management decision form and costs considered at next available directorate workforce board, outcome - approved, declined, deferred</p>	<p>VR decision ratified at next available EMT</p>	<p>AD confirms outcome to line manager</p> <p>If VR approved line manager confirms leave date with employee</p>	<p>HR produce outcome letter signed off by Executive Director</p>	<p>Confirm acceptance of outcome / opportunity to appeal as detailed in letter within 10 days</p> <p>Approved VRs - Line manager and employee complete leaver's process</p>