SEPARATION OF EMPLOYMENT

PROCEDURE ©

DOCUMENT SUMMARY/KEY POINTS

- Understand the procedure for when employees/workers are separating from Sydney Children's Hospitals Network (SCHN).

- Ensure employees/workers and managers are aware of the documentation required, notice periods, and responsibilities when facilitating the separation of an employee/worker from SCHN.

- Aware of the various types of 'separation' and associated NSW Health Policies.
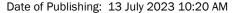
CHANGE SUMMARY

- Separation Action Checklist has been updated and is to be attached to the StaffLink Separation eForm.

- Inclusion of workers (including volunteers, visiting medical practitioners, contractors, students, and other contingent workers) in the procedure.

- The Workflow has been updated to reflect process changes.

READ ACKNOWLEDGEMENT

- All managers are to read and acknowledge that they understand the contents of this document.

- All employees/workers are to be aware of this document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1st August 2023	**Review Period:** 3 years
Team Leader:	Associate Director	**Area/Dept:** Workforce operations

TABLE OF CONTENTS

Date of Publishing: 13 July 2023 10:20 AM   Date of Printing: Page 2 of 7

K:\CHW P&P\ePolicy\Jul 23\Separation of Employment.docx

This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

1   Introduction

This document aims to ensure employees, workers and managers are aware of the requirements when employees and workers (including volunteers, visiting medical practitioners, contractors, students and other contingent workers) separate from employment/engagement, including the Award notice periods, the forms required to be completed, and the need for an appropriate handover to occur. Junior Medical Officers (JMOs) should contact the onsite JMO Workforce Team for assistance with the appropriate separation process.

Separation of employment/engagement could include termination of employment by resignation, transfer to another Local Health District/Specialty Network or NSW Public Sector agency, retirement, medical retirement, voluntary redundancy, completion of fixed term employment/engagement or secondment, dismissal from employment or separation by the course of events (e.g., death of an employee/worker).

1.1   Notice period for separation of employment

Employees are encouraged to give as much notice as possible, however, the notice period must not be less than that provided by the relevant Award. If an employee fails to give the required notice, some Awards provide for a forfeiture of salary equivalent to the notice period.

Notice required by the various Public Hospital Awards is as follows:

Health Employees Conditions of Employment (State) Award	One Week
Public Health Service Employees Skilled Trades (State) Award	One Week
Public Health System Nurses' and Midwives' (State) Award	14 Days
Health Managers (State) Award	One Month
Staff Specialists (State) Award	Three Months or by mutual agreement
Public Hospital Medical Officers (State) Award	Four Weeks
Public Hospital Career Medical Officers (State) Award	Four weeks
Hospital Scientists (State) Award	28 days
Public Hospitals (Professional & Associated Staff) Conditions of Employment (State) Award	28 days

Further information is available at NSW Health Award Conditions

1.2   Responsibilities

Employee/Worker

- To provide the relevant period of notice as per their Award as applicable.
- Level 2 to 5 Staff Specialists must ensure a notification of separation is sent to SCHN Finance Accountant – Private Practice Trust so that the monthly drawings can be accurately processed.
- To complete an electronic separation eForm via StaffLink Employee Self Service (ESS) as soon as possible to enable the separation to be processed in a timely and accurate manner.
- To complete the paper based Separation Action Checklist available on the intranet and obtain Line Manager sign off.
- To review and cease (if applicable) deductions via Request or Update a Payroll Deduction within SARA (Search And Request Anything) portal
- To update (if applicable) pay slip delivery preference email address via StaffLink ESS
- To participate in a voluntary exit survey.
- In addition, Sydney Children's Hospital, Randwick (SCH) Nursing staff:
    - To add the Nurse Manager Workforce, SCH as an ad hoc approver to the Stafflink separation eForm.

Line Managers

- To ensure staff have provided the relevant notice period as per the relevant Award.
- Medical Heads of Department must ensure notification of separation has been sent by Level 2 to 5 Staff Specialists to SCHN Finance Accountant – Private Practice Trust so that the monthly drawings can be accurately processed.
- To encourage employee to complete the exit survey.
- To conduct an exit interview with exiting employees who wish to do so.
- To attach the completed Separation Action Checklist to the StaffLink Separation eForm

Workforce Transactional Services

- To verify the StaffLink Separation eForm to enable HealthShare to process final payment.
- To return the StaffLink Separation eForm to the Line Manager if a Separation Action Checklist is not attached or incomplete.
- Refer to flowchart for more information.

2   Procedure for separation

1. Separation ideally should be formally notified (i.e. written notification) by the employee/worker. Line manager is to advise the employee/worker that their temporary appointment/engagement will be completing in line with the details described in the letter of appointment/engagement.

Date of Publishing: 13 July 2023 10:20 AM   Date of Printing: Page 4 of 7
K:\CHW P&P\ePolicy\Jul 23\Separation of Employment.docx
This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

2. Employee/worker to login to Stafflink ESS and complete a Separation eForm as soon as formal notice is provided (NB: A manager in consultation with the employee may complete on behalf of the employee/worker). Bulk JMO end of clinical year separation process is facilitated by the JMO Workforce Teams in consultation with HealthShare.

   o Employees should update their payslip delivery preference email through StaffLink ESS to ensure their final payslip is sent to their nominated email address.

   o The appropriate [separation reason](#) will need to be selected from the list provided in the eForm.

   o Employees considering options for retirement who are members of State Government Superannuation schemes should seek advice from their Superannuation Fund regarding the superannuation aspects of their decision to retire.

   o Employees/workers seeking to separate due to ill health should contact People and Culture - People Management Advisory Service Hub in the first instance, to discuss options that are available to the employee/worker and/or the possibility of medical retirement.

   o Employees who have been offered a voluntary or forced redundancy in accordance with Managing Excess Staff of the NSW Health Services PD2012_021, will follow a similar separation pathway however the People and Culture - People Management Advisory Service Hub will be involved in the facilitation of the separation.

   o Employees/workers who are temporary visa holders must ensure they meet their visa obligation requirements including notifying the Department of Home Affairs of their employment status and changes.

   o Employees who are temporary visa holders leaving Australia should refer to [Department of Home Affairs](#) for information on how to apply for departing Australia Superannuation payment.

3. Line Manager to review and approve/complete the separation eForm through StaffLink Manager Self Service (MSS) in a timely manner (as soon as formal notice is received). The following details must be included in the Separation eForm:

   o Complete and attach Separation Action Checklist to the eForm.

   o Advise if the employee is taking up employment at another Local Health District (LHD)/Specialty Network including the name of LHD and expected commencement date

   o Leave to be transferred or paid out. If leave transferred, enter the LHD or government agency details. HealthShare will review and action request in line with NSW Health separation process. Further information is available via SARA (Customer Service Portal)

   o Check ADO balance:
      ▪ ADOs to be utilised prior to separation day. ADOs may be paid out in exceptional circumstances.
         Advise HealthShare in Separation eForm comment section whether negative ADO payment is to be recouped.

4. Advise if the employee will retain a casual assignment at SCHN in line with the relevant Award and conditions. Line Manager (or delegated officer) to enter and finalise shifts/leave in HealthRoster up to and including the last day of employment.

Date of Publishing: 13 July 2023 10:20 AM   Date of Printing: Page 5 of 7
K:\CHW P&P\ePolicy\Jul 23\Separation of Employment.docx
This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

5. Workforce Transactional Services verifies the StaffLink Separation eForm to enable HealthShare to process final payment. eForms will be returned to Line Managers for correction where a Separation Action Checklist is not attached or incomplete.

6. Workforce Transactional Services Team provides a monthly separation report to relevant Stakeholders to enable closure of accounts.

3 Exit Survey and Interview

Employees separating from employment should be offered and encouraged to participate in an online exit survey. Employees can also request an exit interview with their Line Manager if they would like to present their feedback in person.

The exit interview provides an opportunity for the manager and employee to have a more detailed conversation about the employee's experiences working at SCHN. This provides an opportunity for managers to assess recommendations and what changes can be implemented at a local level to improve working conditions and retention of employees.

In some circumstances employees may have concerns about undertaking an exit interview with their Line Manager. In these circumstances arrangements should be made for a more senior manager or the People and Culture - People Management Advisory Service Hub to conduct the exit interview.

Exit interviews should be conducted between notification of separation and the actual date of separation from employment.

4 Resources

- Flowchart
- SCHN Separation Action Checklist
- SARA (Search and Request Anything) Knowledge Base:
  - Separating from NSW Health contents page
  - How to Request: Manager Initiated Separations
  - Separation Reasons

5 References

1. NSW Health Awards
2. Leave Matters for the NSW Health Service PD2023_006
3. Managing Excess Staff of the NSW Health Services PD2012_021

Date of Publishing: 13 July 2023 10:20 AM   Date of Printing: Page 6 of 7
K:\CHW P&P\ePolicy\Jul 23\Separation of Employment.docx
This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

6   Flowchart

Employee/Worker advises manager by either verbal or written notification prior to completing the StaffLink Separation e-Form and Separation Action Checklist.
- ***Managers are responsible for ensuring the correct completion of separation eforms and Separation Action Checklists***

Employee/Worker/Manager completes StaffLink Separation e-Form:

Employee/Worker:
1. Log into StaffLink Employee Self Service (ESS).
2. Complete separation eform with the correct separation reason.
3. You will find information in SARA on how to process an "Employee Initiated eform".

Manager:
1. Log into StaffLink Manager Self Service (MSS).
2. If employee/worker initiated - the eform is located in the 'worklist' for manager to review and action.
3. If manager initiated - open 'Electronic Forms/ Separation' and complete fields through the e-form.
4. In addition, for Randwick Nurses, include the Nurse Manager Workforce SCH as an ad hoc approver.
5. You will find information in SARA on how to process a "Manager Initiated eform".

Once completed, the e-form is submitted and approved by Workforce Services to enable HealthShare to process further.

Manager completes Separation Action Checklist

1. Manager goes through the Separation Action Checklist with the employee/worker and updates the checklist with agreed actions to be taken leading up to the employees'/workers' last day.

2. Manager provides the online exit survey details to the employee and arranges an exit interview if required.
3. Manager attaches the Separation Action Checklist to the StaffLink separation eform.
4. Any ID or property that has been returned to the manager is sent back to the appropriate department.
5. Manager to follow up with IT Services to ensure that all IT accounts have been disabled.
6. Manager to follow up on any outstanding action items from the Separation Action Checklist.

HealthShare

➢ Process any final payments.

Any queries contact HealthShare by raising a SARA HR General Enquiry Request (if internal to NSW Health) or email hsnsw-payroll@health.nsw.gov.au (if external to NSW Health) or call 1300 679 367.

Date of Publishing: 13 July 2023 10:20 AM   Date of Printing: Page 7 of 7
K:\CHW P&P\ePolicy\Jul 23\Separation of Employment.docx
This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.