



Leavers

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Version	History of Amendments	Date
1.00	Initial Approved Version	31/08/2017
2.00	Inclusion of new Leavers Checklist	28/03/2018
3.00	Policy Simplification Project. Procedure stripped back and written with customer focus to support modernisation and 2026 objectives.	01/04/2019
4.00	Introduction of chart to support rule of 85 understanding within Appendix B. Outstanding post publication queries rectified.	20/01/2020

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1 Overview

1.1 What is this about?

1.1.1 We value the contribution that our officers and staff make but understand that at some stage, their service will come to an end and they will move on. The following information explains how to leave our employment.

1.2 Who is this for?

1.2.1 This is for officers, special constables and authority/police staff.

1.3 Key information

- Officers or staff thinking about leaving us may find it useful to discuss this with their line manager or another suitable member of their management team.
- Leavers who are resigning from the service, need to complete the online [Resignation/Retiral form](#).
- Annual leave is pro-rated during the final annual leave year. If more annual leave has been taken than an individual is entitled to, we will take this from the final salary.
- We would like to know more about how our people found their time with us and encourage leavers to take the opportunity to take part in an exit survey and interview. This is voluntary but can provide us with valuable feedback on people's experience of working with us.
- We could never repay the commitment and dedication by our officers and staff but we do provide a Certificate of Service. This will include service with any other police force.

2 Officer/Staff

2.1 What you need to do:

- Consider discussing your resignation or retiral with your line manager or another suitable member of your management team;
- Complete the online [Resignation/Retiral form](#) and give the correct notice;
- Return all uniform and equipment, including any ID or access cards;
- Take a moment to reflect on your time with us and let us know what we have done well and where we could improve through the exit interview/survey.

2.2 Notice periods

2.2.1 Your notice period starts the day after the [Resignation/Retiral form](#) is submitted.

Rank/Grade	Notice Period
Up to and including grade 7	4 weeks
Grade 8 and above	8 weeks
Constable to Chief Superintendent	28 days
Assistant Chief Constable or Above	Three months
If you are retiring, you should give three months' notice. This is to make sure the Pension Fund have plenty of time to process your pension.	

2.2.2 If you want to work a shorter notice period then outlined above, this must be authorised by a Head of Department/Divisional Commander and must be agreed prior to completion of the online resignation/retiral form. In the event this is not possible any amendments to a leaving date must be passed to People Direct.

2.3 Withdrawing your resignation

2.3.1 In most cases, you cannot withdraw your resignation once it has been accepted. If you want to withdraw your resignation, Police officers must write to the Superintendent, Resource Planning and Coordination Unit, as soon as possible. Authority/Police staff must write to their head of department. They will consider your request and inform you of the decision.

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2.5 Uniform and equipment

- 2.5.1 You will need to return all uniform, equipment and assets such as notebooks etc. as close to your leaving date as possible. You should return your ID and/or access card along with notebooks etc. to your line manager. You should return all other uniform and equipment by completing the appropriate form listed in the forms section and making an appointment to go to your local Stores. Those who are unable to attend Stores in person should return the form with their uniform and equipment in line with local arrangements.

2.6 Exit interview/survey

- 2.6.1 An exit interview, if you agree to one, will be carried out by a suitable manager, usually the Area Commander/Head of Department. You can be accompanied to this interview, if you want.
- 2.6.2 The exit survey will be sent to an email address of your choice – either work or personal. A hard copy is available if you need it and you can tell us your preference when you submit the [Resignation/Retiral form](#).

2.7 Retiral age (Officers only)

- 2.7.1 You are entitled to receive an immediate Police pension, so long as you are an active member of a scheme and have completed the appropriate service or have reached the normal retirement age for your rank and pension scheme.
- 2.7.2 The age and date you retire depends on which pension scheme you are a member of and what service you have. We do not automatically process your retirement based on your retirement age or length of service.
- 2.7.3 You must advise us of your intention to retire and discuss your pension entitlement with the Scottish Public Pensions Authority (SPPA) before you submit your notice. Ideally this should be submitted at least three months before your retirement.

2.8 Extension of service (Officers only)

- 2.8.1 If you have reached the normal retirement age for your scheme, and want to stay on, you can request an extension to your service.
- 2.8.2 An objective assessment of your fitness to continue, will be made if this is in the interests of maintaining the efficiency and effectiveness of the force. The assessment may include a review of your skills and performance, medical fitness and a role related risk assessment.
- 2.8.3 You will receive a letter from People and Development around 12 months before your normal retirement age, telling you how to apply for an

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extension.

2.9 Flexible retirement (Staff only)

- 2.9.1 If you are a member of the Local Government Pension Scheme (LGPS), you may be able to reduce your working hours and draw some or all of your pension at the same time. You should contact your local pension provider directly for advice or calculations. Further information on Flexible Retirement is available from People Direct

2.10 Rule of 85 (Staff only)

- 2.10.1 If you were a member of the LGPS on or before 30 November 2006, you may be able to retire earlier than age 65 and receive your pension and/or lump sum in full. We need to agree to this if you want to retire before age 60. You should contact LGPS directly for advice or calculations. Further information on Rule of 85 is available from People Direct or within the [Guidance – Rule of 85 document](#).

2.11 Ill-Health retirement

- 2.11.1 If you are found by a medical expert to be permanently disabled and unable to do your role, we may decide to retire you on medical grounds. Suitable alternatives, like redeployment will be considered before we do this.

2.12 References

- 2.12.1 If you require a reference, you should contact People Direct.

2.13 Attending court after leaving

- 2.13.1 If you have to attend court as a consequence of working with us, the SPA will pay for any reasonable expenses incurred for up to six months after your leaving date. After six months the Procurator Fiscal will pay. You should contact your Business Unit, if you have one, prior to making any travel arrangements for court dates or your line manager if you do not.

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3 Manager

3.1 What you need to do:

- Talk to your team member about their resignation/retiral, if they approach you;
- Make sure that they have no outstanding TOIL, annual leave, or flexi-time balances;
- Complete all SCoPE administration such as, overtime claims, accident forms, return to work interviews, appraisals etc.
- Ensure that all uniform, equipment and assets including any notebooks, ID or access cards (including Enterprise Car Club membership card), have been returned;
- Arrange for an exit interview to be carried out, if your team member has asked for one;
- Contact Enterprise to cancel the team member's Car Club membership once they have left.

3.2 Notice period

3.2.1 If a member of your team submits their resignation using the online Resignation/Retiral form, you will receive an email notification and should check that the correct notice period has been submitted.

Rank/Grade	Notice Period
Up to and including grade 7	4 weeks
Grade 8 and above	8 weeks
Constable to Chief Superintendent	28 days
Assistant Chief Constable or Above	Three months
If you are retiring, you should give three months' notice. This is to make sure the Pension Fund have plenty of time to process your pension.	

3.3 Uniform and equipment

3.3.1 Your team member must return their notebooks, ID and/or access cards to you and you should destroy these or return them to Administration, as per local processes.

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- 3.3.2 Completed notebooks must not be retained by your team member unless they are essential to conclude an ongoing enquiry. They must be checked, signed and dated by you and stored in accordance with the Record Retention procedures.
- 3.3.3 Your team member is responsible for returning all other uniform, equipment and assets to their local Stores or in line with local arrangements. A checklist form is provided within the forms section and should be completed and forwarded to People Services for filing.

3.4 Exit interview/survey

- 3.4.1 If your team member agrees to an exit interview, it should be carried out by a suitable manager, usually the Area Commander/Head of Department. Your team member may be accompanied to this interview, if they want.
- 3.4.2 The exit survey will be sent to an e-mail address of their choice – either work or personal. A hard copy is available, if they need that instead. They will be asked to make their selection when they submit their Resignation/Retiral form.

3.5 Reference requests

- 3.5.1 Shared Services will provide all formal references to ensure these are true, accurate and fair. As a line manager you can provide a character reference but you cannot represent the SPA or Police Scotland by doing this and must not use either your work e-mail or headed paper.

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4 Resources

Forms

- Extension of Service Request Form (122-002)
- Leavers - Supervisory Checklist Form (122-003)
- Leavers Checklist for SPA Staff
- Uniform and Equipment – Request Return Form (111-002)

How to Guides

- Leavers – How to conduct an Exit Interview

Letters

- All letters associated with this process are centrally administered.

Reference Documents

Related Procedures

- Allowances and Expenses (Officer)
- Allowances and Expenses (Staff)
- Capability (Attendance & performance) (Authority/Police Staff SOP)
- Capability (Attendance & Performance) (Police Officer) SOP
- Ill-Health Retirement and Injury on Duty
- Overtime and Toil (Staff)
- Police Service of Scotland (Conduct) Regulations 2014 SOP

Useful Links

- Notebooks and PDA procedures
- Online Resignation & Retiral Form
- SCoPE Leavers Administration Checklist
- www.scotlgps2015.org



How to conduct an exit interview

What...?

This guidance document is for you if you are a manager, usually an Area Commander/Head of Department, who is responsible for carrying out exit interviews for officers/staff in your department.

Why...?

We want to make sure that our officers/staff let us know about any problems or concerns that have caused them to want to leave us. By knowing about any issues, we might be able to stop other people leaving for similar reasons in the future.

It works both ways too. We get the information that we need to be able to fix any problems but the team member leaving us can also achieve a positive 'closure' on the employment relationship.

Who...?

You and your team member will take part. They also have the right to be accompanied, if they wish.

Where...?

The interview should take place in a quiet, private area like an office or a booked meeting room and you should make sure that you won't be interrupted.

When...?

Notice periods vary by different ranks or contracts but are, generally, around 4 weeks in length. You should aim to carry out the interview during the second or third week, when the emotion of resigning has died down but before the final week when people can be very busy tying up their final pieces of work.

How...?

There is no set structure that you should follow to carry out the interview and a lot will depend on what your team member wants to talk about. If your team member has requested an interview, it is likely that they have something specific in mind but, if not, you should make it clear that the interview is an informal opportunity to ask for their honest opinion on working with us and to seek their advice on anything that we could improve, if appropriate.



Guidance - Rule of 85

If you are an existing member of the Local Government Pension Scheme (LGPS) and you are covered by transitional protection following the removal of Rule of 85, retiring before your normal pension age will entail a slightly more complicated calculation of benefits. To have Rule of 85 protection, you must have been a member of the LGPS on 30 November 2006.

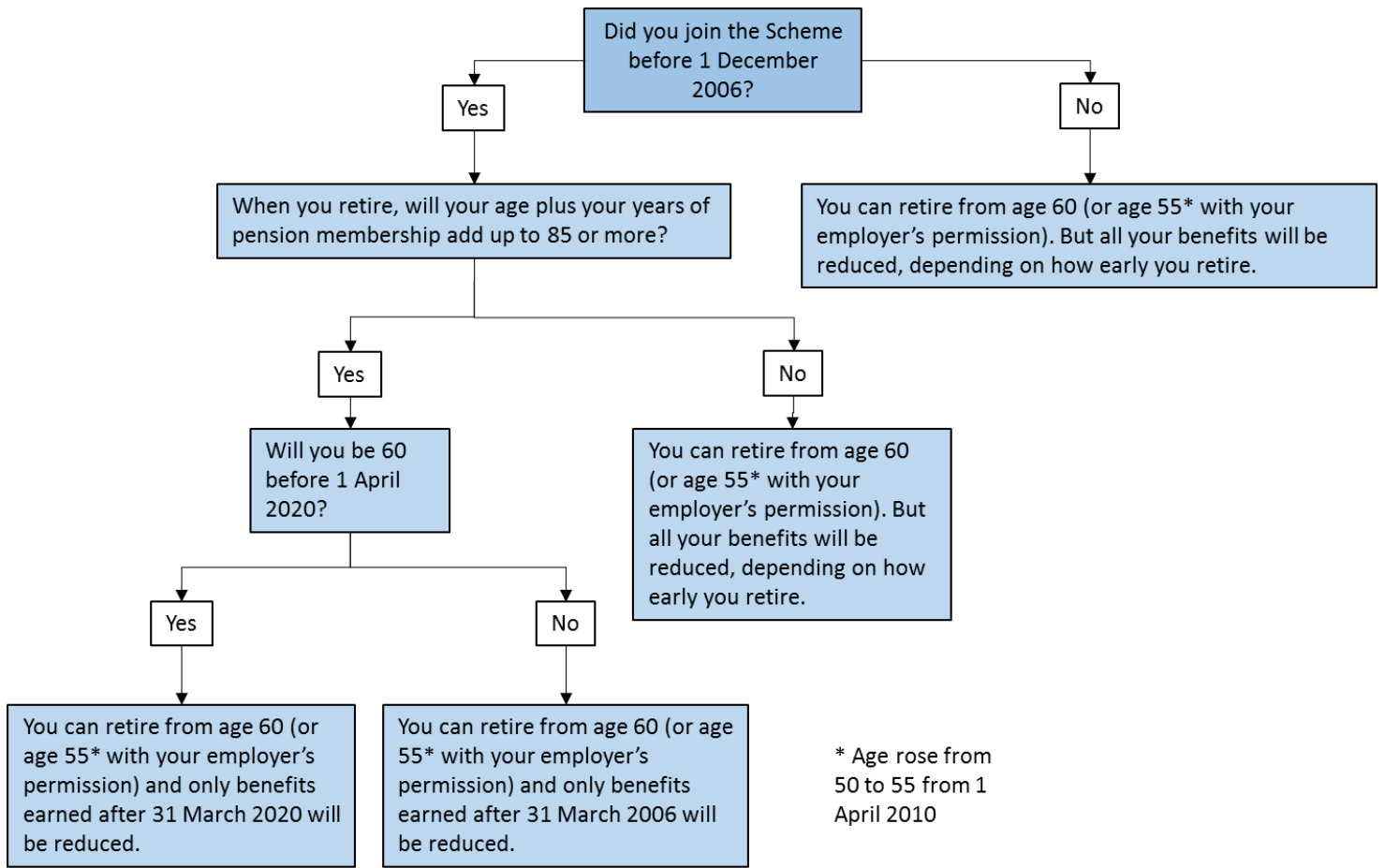
The Rule of 85 is satisfied if your age at the date you draw your benefits and the number of years you have been a member of the scheme (each in whole years) add up to 85 or more.

If you would not satisfy the Rule of 85 by the time you are 65 and you choose to retire before 65, all your benefits are reduced. The reduction will be based on how many years before 65 you draw your benefits:

- If you are part-time, your membership counts towards the Rule of 85 at its full calendar length. Not all membership may count towards working out whether you meet the Rule of 85. Working out how you are affected by the Rule of 85 can be quite complex but this should help you work out your general position.
- If you will be 60 or over by 31 March 2020 and choose to retire before 65, the benefits you build up to 31 March 2020 will not be reduced, as long as you satisfy the Rule of 85 when you start to draw your pension.
- If you will be under 60 by March 2020 and choose to retire before 65, the benefits you've built up to 31 March 2008 will not be affected, as long as you satisfy the Rule of 85 when you start to draw your pension.

From 1 April 2014 provisions have been in place where you can choose to voluntarily draw your pension on ceasing your employment from age 55 and before age 60 without permission from your employer. The rule of 85 will not automatically be applied if you decide to draw your benefits under this new option.

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* Age rose from 50 to 55 from 1 April 2010



Frequently asked questions

I am a Police Officer and I want to resign from the service. What happens to my pension?

Your pension is frozen on resignation.....

What happens if I re-join the Police Service as an Officer at a later date?

If you rejoin Police Scotland and previously held the office of Constable we can place you back on the same spinal column point as you were when you resigned. You should check with recruitment at the appropriate time to make sure this still applies.

I have a citation for court that falls on a date after my retirement / resignation. Can I claim expenses?

The SPA will pay for any reasonable expenses incurred for up to six months after your leaving date. After six months, the Procurator Fiscal will pay. You should contact your Business Unit prior to making any travel arrangements for court dates.

I am a retiring Officer, can I apply for a Police Staff vacancy?

Yes, you can apply for any externally advertised vacancy. If successful you must not start for four weeks after your official retirement date.

How do I get a reference for my new or future employer?

You should contact People Direct to request a reference. Future employers can e mail [REDACTED] with requests. We will provide a standard factual reference giving basic details of your employment.

What is the difference between a character reference and an employment reference?

A character reference is a personal reference that discusses the candidate's personality. It won't necessarily discuss job performance, but can discuss related experience. You should remember that although references are given in confidence, the recipient may be need to disclose a reference under certain circumstances, such as a request for disclosure by an employment tribunal or under the Data Protection Act 2018.