



## HSE Leaving Form – HR106

This form is to be completed by Employees and Managers of Employees who are leaving the Health Service Executive

This form is also used for Employees leaving and moving to another Health Service Executive Payroll Area

Please forward the form to your HR/Personnel Administration Department for processing  
Please complete form in Block Capitals/Tick appropriate boxes.

### Section 1. To be completed by the employee

Surname					First Name				
Work Location					Personnel No.				
Date Of Birth					PPS No.				
Work e-mail address: _____@hse.ie									
PC Login Name									
List of applications used									
Last day on Pay									
Last day on pay must be inclusive of Annual Leave/Public Holiday hours compensated for payment in Section 8 ie. extra hours due plus basic salary will be paid in final pay.									
Please tick if you are leaving and moving to another payroll area within the HSE. State payroll area you are moving to									

### Section 2. To be completed by the employee

Reasons for leaving (Resignation) – Please tick **ONE** which best describes your reason for leaving

End of Training – New Role	End of Training – New Location
Further Education – Return to Education	Further Education – Career Change
Personal – Family/Caring	Personal – Work Life Balance
Emigrate – Terms & Conditions	Emigrate – Career opportunity
Emigrate - Travel	End of Contract
New role better opportunity	Unsatisfied in current role
Career opportunity different experience	Career opportunity more senior role
Commute/transport difficulties	Cost of Living
Dismissal	Death
Voluntary Redundancy (without immediate payment of pension entitlements)	Exceeds retirement age – with no entitlement to pensions benefits (not a member of the HSE pension scheme)

Retirement (NB If reason for leaving is retirement please also complete Retirement HR Form 107 (a))

### Section 3 – Destination on Leaving (To be completed by the employee)

I am going to work in? (For destination relating to Death, Dismissal, Retirement - The destination to be selected on SAP will be the same as the reason for leaving)

Irish Private Healthcare Sector	Different country to work in Healthcare
Non healthcare employment	Taking a break from employment
Irish Public Health Service	

Name

Personnel No.

Section 4. Pension Contributions	
If you are paying pension contributions and you have less than <b>2 calendar years</b> pensionable service with the Health Service Executive, you may receive a refund of your pension contributions, net of income tax in accordance with the Taxes Consolidation Act, or alternatively you can opt to have your pension contributions retained towards future service reckonability, should you be re-employed by the Health Service Executive/Public Service/Local Authority/Semi-State Sector.	
Please tick the appropriate box.	
I request a refund of my pension contributions, net of income tax	
I request that my pension contributions be retained for the future	
If you opt to have a refund of your pension contributions it is your responsibility to ensure that we are advised of the correct address for correspondence as this amount is normally paid separately to your final pay.	

Section 5. Correspondence Address (for receipt of written communications from the HSE)		
Street Address:		
Address :		
County :	Country :	Post Code:
Phone No:	Mobile Phone No:	
Personal Email address to enable use of ESS or 6 months following resignation:		

Section 6. Bank Details													
Note: Any change of bank details can only occur on the first day of any pay period. Please contact your payroll section for details of when change may be effective from. <b>It is your responsibility to ensure the change has been completed on payroll before making any amendments to your old or new bank account</b> (e.g. Cancel or set up of standing orders / direct debits, closing old account etc.)													
Bank Name							Bank address:						
Bank Sort Code:							Account Number						
Bank Identifier Code (BIC)													
International Bank Acc No. (IBAN)													
Payee Name:													

Section 7 .Employee Declaration													
I declare that the above information is accurate and correct on the date indicated below. I authorise my employer to recover any monies owing by me from my final pay. I confirm that all expenses have been submitted for approval in advance of my leave date.													
<i>Any employee in any grade where the minimum point of the salary scale applicable to that grade is equal to or greater than the first point of the Grade VIII salary scale occupies a "Designated Position of Employment" and is reminded that they are required by the Ethics in Public Office Act 1995 and Standards in Public Office Act 2001 to submit an Annual Statement of Interest in respect of the year that they leave the HSE covering the period from 1 January in that year up to the termination date of their employment. This statement must be furnished during the month of January of following year. Further info is available <a href="#">here</a> or by contacting <a href="mailto:ethicsinpublicoffice@hse.ie">ethicsinpublicoffice@hse.ie</a></i>													
Signature:							Date						

Name

Personnel No.

**Section 8 – 10. To be completed by the Line Manager**

**Section 8. Objects on Loan (if Applicable)**

Please list HSE property items on loan below. (e.g. Laptop, Mobile Phone, Keys, travel pass etc.)

Item	Employee Initials	Line Managers Initials	Date of Return						

Have Items on loan been recovered Yes · No ·

If no, please ensure that items are recovered before the employee departs.

**Section 9. Leave Details**

**Please Note, payment in lieu of annual leave not taken during employment must be included for payment in the employee's final pay.**

Leave Due to the Employee	Entitlement accrued to leaving date (Hours)	Leave Taken (Hours)	Hours Due
Annual Leave (Confirmed)			
Public Holidays (Confirmed)			
Does Employee owe monies for Payroll Rationalisation Technical Adjustment in 2004?		Yes · No	N/A ·
Has Payroll details been updated to take account of Technical Adjustment recovery?		Yes · No ·	N/A ·
Does employee owe monies to HSE under Free Fees Initiative (FFI) Funding?		Yes · No ·	N/A ·

**Section 10. Line Managers Declaration**

**I confirm that I have notified payroll in relation to the recovery of monies as outlined above and approved all outstanding expenses in advance of the employees leave date. I declare that the above information is accurate and correct.**

Signature:	Date:								
Contact Tel No:	e-mail Address:								
Decision Number (if applicable)									

**Section 11. Hospital Manager/HR Manager Declaration**

Signature	Date								
Contact Tel No:	e-mail address:								

Name

Personnel No

<b>Section 12. Payroll Interface (SAP Phase</b>		<b>1 only)</b>									
Superannuation Schemes delimited		Employment Signal Entered									
Leave date Entered		Org. Assignment: Position Employment Level 0%									
Signed:		Date									
<b>Section 13. Payroll Section</b>											
Name:		Date:									
Signature:		Payroll Area:									
Contact Telephone No:		E-Mail:									