

Leaving staff

BMS

As soon as you are notified that an employee is leaving the County Council you will need to complete a [BSC Leaver form](#), during the process you will have the opportunity to say whether this is a transfer and give details of the new team if known.

Manager's checklist and leavers questionnaire

Before the employee leaves you should meet with them and complete the [leaver questionnaire \[Word\]](#). Further guidance can be found in [Section C14 - leaver questionnaire](#) of the Personnel Handbook.

Use the [checklist for employees leaving the authority \[Word\]](#) to help you work through the things you need to consider when an employee leaves.

Voluntary redundancy

For employees who are leaving through the voluntary redundancy process you will need to complete the voluntary redundancy leaver notification form.

Information on the period of notice required can be found in the [Personnel Handbook](#).