

LEAVER'S APPRAISAL POLICY



This policy is in respect of paid employees of Anglia Care Trust only, but it should be noted that wherever possible and/or practical it is applied to volunteers equally.

The purpose of this policy and process is to identify workplace, organisational or human resources factors which have contributed to an employee's decision to leave employment at Anglia Care Trust or from a given department or function, with a view of identifying any trends requiring attention or any opportunities for improving our ability to respond to employee issues, and to retain key people. In order to achieve this all personnel will be invited to an Exit Interview. In certain cases it is accepted this may not be possible or practical.

The purpose of an Exit Interview should be:

- to gain the member of personnel's perspective on his/her time at Anglia Care Trust and the work undertaken
- to look at ways (where applicable) of improving Anglia Care Trust's practices.

When a member of personnel leaves Anglia Care Trust, the following procedure should be adopted:

1. Where applicable personnel should put their resignation in writing including information about the intended last day of employment
2. The line manager should ensure that both the Director of Operations and the Director of Business Support are informed about the arrangements
3. The Director of Business Support should resolve with the employee final pay arrangements including any extra pay due in respect of outstanding holiday entitlement as calculated in accordance with the provisions of Anglia Care Trust's leave entitlement, or deduction from salary in case of an employee who has exceeded his/her holiday entitlement
4. The Director of Business Support shall schedule an Exit Interview as soon as possible between the member of personnel and a senior manager who has been trained in the skills required to carry out Exit Interviews. The Exit Interview should be arranged to take place at least five normal working days before the employee's final working day
5. The Exit Interview takes place and issues discussed are recorded on the Exit Interview Form (see Appendix 1). The person conducting the interview with the member of personnel types up the Exit interview Form and obtains the member of

personnel's signature to confirm that the record truly reflects the discussion at the Exit interview

6. A copy of the record is sent to the Director of Business Support to be received a minimum of three working days prior to the member of personnel's final working day
7. Upon receipt of the Exit Interview Form the Director of Business Support will review its contents and decide whether there is a need to meet with the member of personnel before he/she has finished working for Anglia Care Trust. If appropriate the Director of Business Support may ask a Trustee from the Human Resources Committee to meet with the member of personnel or their Line Manager as well
8. The Director of Business Support will discuss any issues highlighted in the Exit Interview Form and will where applicable make recommendations for possible changes in policies/procedures/job descriptions as a result.

Date of next review – October 2019