



Employee Guidance – Resignation from Post (Teachers)

1. Introduction

You may terminate from your post with the council for a number reasons e.g. resignation, retirement, end of temporary contract, recruited to another post and redundancy etc.

You should notify your line manager via mySelf as soon as possible that you intend to **resign** from your post(s) to ensure this is processed in line with the payroll deadlines so that your pay is calculated accurately.

Please note this process is only followed for resignations only. If you are transferring into another post within NLC this process should not be followed.

There may be occasions where a business partner or employee relations advisor will be involved with your termination e.g. redundancy, dismissal and retiral etc. Please refer to separate guide for retirements.

2. What do I need to know?

Where you are resigning from a post, but intend taking up a post elsewhere with the council i.e. via a recruitment process, you should advise your line manager of this to ensure you are not terminated entirely from employment with the council.

Notice periods:

Unpromoted and Associated Professionals:

4 working weeks' notice

Promoted:

8 weeks' notice of which 4 must be working weeks

3. What do I need to do?

You should notify your line manager via mySelf as soon as possible, to ensure your manager actions your resignation via myTeam which notifies the Employee Service Centre (ESC) in time to meet the payroll deadline so that your pay is calculated accurately.

You should return your ID and any equipment e.g. laptop, mobile phone etc to your line manager.



4. What does my manager need to do?

Your manager will receive notification via email and action your request via myTeam which will notify the ESC of your intention to terminate from your post. Your manager will also arrange for your access to any IT systems to be ended.

5. What else do I need to consider/be aware of?

You should inform your manager of your intention to terminate from your post as soon as reasonably possible, to ensure the ESC are notified timeously and that your pay is calculated accurately to avoid any overpayment of your salary.

6. How do I get further help with this?

You can contact the People Helpdesk:
ESC-HelpDeskTeam@northlan.gov.uk

You can contact your HR Operations teams:

[HR Operations](#) – Adult Health & Social Care and Chief Executive Services,
Enterprise & Communities Service

[HR Operations Education & Families](#) - Education & Families Service