

## **Manager Guide – selecting the correct reason for termination on Oracle**

It is very important when terminating an employee's contract using the Oracle system that the correct reason for termination is selected.

The following table lists the different reasons for termination in alphabetical order as they appear on the Oracle system. A brief description of each reason is also provided, where appropriate, to assist managers in selecting the correct reason.

<b>Reason for Termination</b>	<b>Guidance</b>
Deceased	
Dismissal – Capability	Employee dismissed following a Capability Hearing
Dismissal - Conduct	Dismissal for misconduct/gross misconduct following Disciplinary Hearing
Dismissal - Long Term Sickness Absence	Dismissal following an Attendance Hearing
Dismissal - Short Term Repeated Absence	Dismissal following an Attendance Hearing
Dismissal - Some Other Substantial Reason	A substantial reason of a kind such as to justify dismissal. For example, dismissal following a breakdown of mutual trust and confidence or breakdown of working relationship. To be used in exceptional circumstances only following advice from HR.
Dismissal – Unsatisfactory Probation	Employee not confirmed in post following unsatisfactory probationary period
End of casual worker engagement	Must be completed each time a casual engagement ceases.
End of Fixed Term Contract - post disestablished or funding ceased	Employee has been employed to carry out a certain project or function and there is no longer a requirement for the post.
End of Fixed Term Contract - return of substantive postholder	Employee has been covering for the substantive postholder (e.g. sickness or maternity cover) and the postholder has returned
Mutually Agreed Termination of Employment	Employee has agreed with their manager that their employment will cease. There is no resignation or dismissal in these circumstances. Includes Teachers' voluntary severance.
Redundancy – Compulsory	Compulsory Redundancy (CR). Where reason for termination is compulsory redundancy irrespective of whether employee is eligible for a redundancy payment and release of pension benefits.
Redundancy – Voluntary	Voluntary Redundancy (VR). Where reason for

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	termination is voluntary redundancy irrespective of whether employee is eligible for a redundancy payment and release of pension benefits.
Resignation – Career Break	Formal Career Break application approved.
Resignation - following Maternity	Employee resigns within 3 months of return from maternity/adoption leave
Resignation - Voluntary	
Retirement - Actuarially Reduced Retirement (Teachers PS only aged 55 to 59)	Only applies to employees in the Teachers' Pension Scheme who retire from their post to take an actuarially reduced pension.
Retirement - Early Retirement in the Interest of Business Efficiency (LGPS or Teachers PS)	Employee retires from his/her post aged 55 to 59 on the grounds of business efficiency in accordance with the Council's policy on Early Retirement on the Grounds of Business Efficiency.
Retirement - Early Retirement With Employer Consent (LGPS or Teachers PS)	Employee retires from his/her post aged 55 to 59 with employer consent in accordance with the Council's policy on Early Retirement with Employer's Consent.
Retirement - Ill Health Retirement	Employee is permanently unfit for employment in accordance with the applicable Pension Regulations as confirmed by Occupational Health.
Retirement (voluntary aged 60 and over)	Employee resigns from his/her post to take their pension. If not taking pension use 'Resignation – Voluntary' as reason for leaving.
Termination by Frustration (usually imprisonment)	
Transfer – Internal move between directorates within LCC (incl. schools)	Includes secondments between directorates. (secondments within a directorate are processed via completion of a change request e-form).
Transfer – Out of LCC (including TUPE transfers)	Usually TUPE transfers or secondment to external organisations.