

HR - Employee Exit Management

Employee Exit Management

INTRODUCTION

In line with the People Engagement Journey the process of exit management is led by the Manager. This deployment highlights the focus on the empowerment and accountability of leaders to make people decisions.

The Site HR Partner continues to play a direct and crucial role in the exit management process by ensuring local compliance and supporting the Managers through the process to successfully terminate an employee.

Please have a look at the [exit management process visual for managers](#).

The following scenarios are in scope:

- INVOLUNTARY SEPARATION (restructuring, poor performance, misconduct);
- VOLUNTARY SEPARATION (resignation);
- MEDICAL INCAPACITY (long term);
- RETIREMENT (legal retirement where it applies).

WHAT TO DO AS A SITE HR WHEN I RECEIVE A NOTIFICATION FOR SEPARATION?

When an employee requests to leave the company or the manager decides to terminate an employee, the procedure below is required in order to successfully terminate the employee:

Step one: Check/Discuss

- For involuntary separation: Review if there are legal implications & contractual obligations.
- For voluntary separation: check if there are bonding agreements (i.e. non compete).
- For medical incapacity: start the assessment procedure, consulting labor physician (if needed) and according to local legislation.
- Evaluate the right type of solution and recommend alternative actions to the Manager who decide how to proceed.
- Discuss with Unions/working council (as needed).

Step two: Prepare

- If a decision is taken to proceed with the separation, contact the payroll to calculate the severance (as needed)*.
- Apply the **NEW approval Matrix** to the involuntary separation package (where Settlement Agreement is Required).
- Support the Manager with the action plan preparation (if needed).
- **NEW: The Manager will have to discuss and agree with the N+1 the implementation of the non compete for Sensitive Roles and confirm the payment agreed in the addendum.*

Step three: Execute

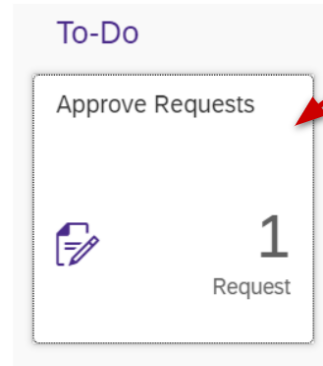
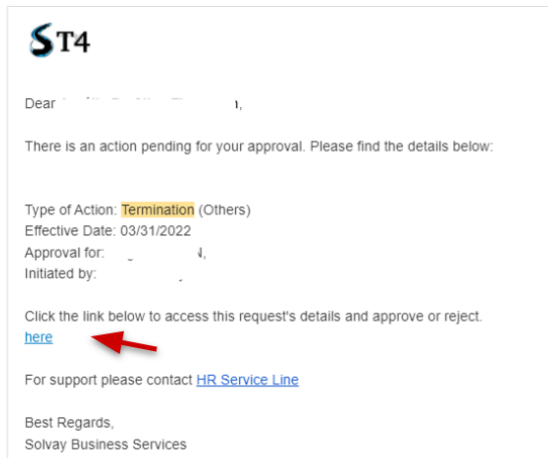
- Support the Manager with the communication to the employee.
- Prepare separation documents (when needed) and get it signed and stored in **My HR Services - Employee file**.
- Check, change, and approve in MY HR Services the separation details entered by the manager & attach the link to relevant documents stored in **My HR Services - Employee file**.
- *Manager and HR will be notified after payroll data check and approval.*
- **Note:** Site HRs in the **UK**, please fill out this **Termination Form** so the UK Payroll team can perform the termination action in the payroll system.

HOW TO MANAGE TERMINATION APPROVAL WORKFLOW AND CHANGE SEPARATION DETAILS IN MY HR SERVICES

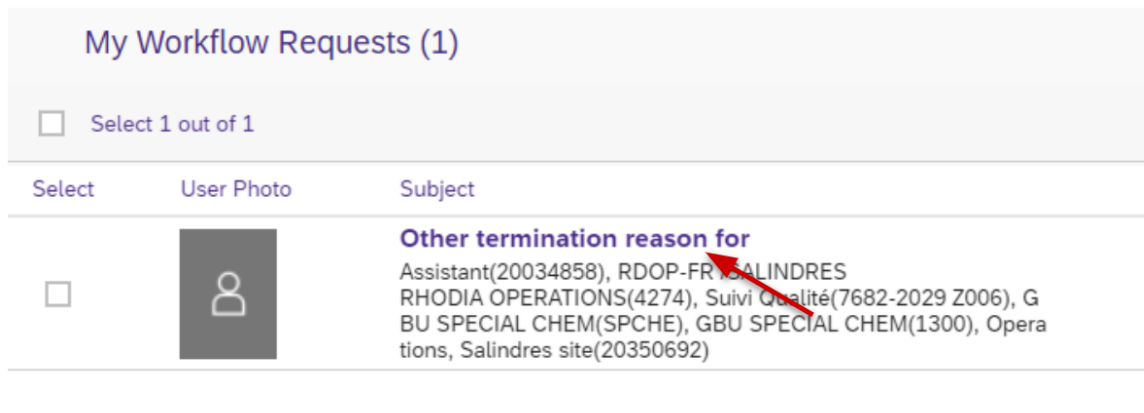
As Site HR Partner, you will receive Termination approval workflows and see the approval requests in your email or directly on My HR Services main screen:

Example of email:

Approval request in My HR Services:



- Once you open the Approval request - click on the name of the Request on the left side to review the details of the request:



Then the following information will need to be filled out:

1. Review the **Termination Details** provided by the Manager.
 - **Points of attention:**
 - **Regrettable Loss:** is it matching with the **definition**?
 - **Last Date worked:** is it adjusted to reflect the effective last working day if prior to the termination?
 - **Event reason:** in case of Other Termination Reason, check Notes provided and **click on "Update"** button to adjust the Termination Reason.
2. Upload Attachment to share to Payroll Teams about the termination if needed.
3. Share in the **Comment** section any relevant information or link to the Documents already stored in the 'Employee File' tool. **Update** the workflow (see next slide) to complete the Covenant Package terms and the Termination Reason if applicable.

Workflow Details

Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Do you approve this request?



Other termination reason for [redacted]

Initiated by [redacted] on April 21, 2022

Effective Date April 30, 2022

[View Workflow Participants](#)



[redacted]
RDOP-FR /SALINDRES (7682F29D)
1 Direct Reports

Activity



Initiated by [redacted] on behalf of [redacted] on April 21, 2022.

Terminate

Termination Date	04/30/2022
OK to Rehire	Yes
Last Date Worked	04/28/2022
Regrettable loss	No
Notes	Mutual agreement separation
Event Reason	Other termination reason (Other termination reason)
Position	QHSE (20353206)
Deactivate Position	No

1

Attachments

Job Information

[Attachment Upload attachment](#)

2

Comment



Write a comment

3

Post

[Update](#)

[Send Back](#)

[Assign To Me](#)

[Approve](#)

Then the following information will need to be filled out:

1. Edit the **Termination Reason** when "Other termination reason".
 - This is a "dummy" termination reason for managers to cover everything but Resignation or Retirement. New termination reasons will progressively be added
 - As Site HR Partner, you have access to all global and local termination reasons that match each situation. Choose accordingly.
2. Confirm if a **Covenant Package Payment for Sensitive Role** is required as per the manager's indications.

Terminate

Terminate

Termination Date *

Termination Reason *

OK to Rehire *

Notes

Covenant package payment *

Attachment

Once you save, the workflow is submitted to the Country Payroll.

PROCESS FOR SITE HR FOR EMPLOYEES INCLUDED IN REORGANIZATION PROJECTS

As Site HR, my responsibility for employees in the scope of any restructuring program is:

- To consult WDA's suppressed position files and fill in the information concerning the employee, indicating:
 - a. **Holidays Start/End dates**
 - b. **Leave of absence:** Mobility/Garden Leave **Start/End dates (if applicable)**
 - c. **Last Date Worked**
 - d. **Termination Date and Termination Reason**

The Workforce Administration team will proceed with the position changes, record the Leave of Absence, and process the Termination in Success Factors.

Date last updated: 08 Nov 2024

- [Offboarding of Sensitive Roles](#)
- [Approval Matrix for involuntary terminations](#)
- [Communication Toolkit](#)
- [Global Process Document for Managing Separations & Exits](#)

- [Restructuring Plans & Offboarding](#)
- [UK Termination Form - to be filled out by Site HRs](#)