NW Offboarding

- Employee
- Manager
- HR

- Resignation
- Offboarding Process Information

- First steps for resignation

After making the decision to depart the company, you need to inform your Manager or your Site HR, and if you have an employment contract or union agreement that states how much notice you should give, abide by it.

Can the restrictive covenants for sensitive roles impede me from taking a job outside of Syensqo?

Here is the **procedure** to follow if you are in a sensitive role and want to resign.

When you have given notice that you're leaving your job and turned in your official resignation, there are still some things you should do to ensure a smooth transition:

- Read the **Offboarding** article in the HR Wiki.
- Take the time to inform the colleagues who've supported you, and who you would like to keep in touch with, that you are resigning, retiring, or starting a new chapter of your lif

- Offboarding Guide
- Offboarding Checklist
- On Your Last Day
- Employee Privacy Notice

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

Follow the instructions **here.**
Before your last day of work, please ensure to:

- Remind your manager to book a meeting with your local infrastructure team to return your equipment (PC, Phone, Sim Cards, etc...);

- Store all Syensqo documents in Google Drive;
- Transfer Google drive ownership to the relevant person (**access the detailed procedure**);
- Transfer ownership of meetings in Google calendar (if applicable);
- Submit any outstanding expense reports and settle any outstanding balance on Corporate Card (if applicable);
- Open a Service One ticket requesting cancellation of your Fed Ex Account (if applicable);
- Delete any personal information from your computer, your emails or your Google Drive including any photos after transferring what is important;
- Deliver the Company's card to the Travel Expenses team, Line Manager or Site HR (if applicable). If you can't deliver the card to the responsible team, please destroy it;
- Please open a ticket to the T&E team requesting to cancel you card;
- Deliver the access card (badge) to the site contact (facilities/HR etc.).

- Ensure you agree to an "Out of office notification" message with your Line Manager / Syensqo assignment supervisor. Please be aware this cannot be set once your account is deactivated. It must be set before you log out for the last time;
- Deliver the assets to the local Service Desk on their last day of work (if applicable).

Important Notice

If not permanently on site, you should leave all your equipment at the front desk of the site you are attached to after having received approval from your Line Manager / Syensqo assignment supervisor, and in compliance with the country's legal requirements.
The **Local IS Infrastructure on site** must be informed in advance to ensure they are able to check the equipment with you.

You are about to leave Syensqo and you are wondering ...
... for how long will Syensqo retain various data concerning you?
... if you have some control over your personal data?

Find the answers in your local Employee Privacy notice!

Point of attention: Syensqo as an employer undertakes to keep personal data only for the retention period indicated in the Employee Privacy notices. You are invited to store information (e.g. pay slips) by your own means if you need to keep them beyond this period, e.g. when you will retire.

Below is the current employee privacy notice, please select your country:

- **Belgium - DE - FR - NL**
- **Croatia**
- **Czech Repulic**
- **France**
- **Germany**
- **Great Britain**
- **Italy**
- **Luxembourg DE - FR**
- **Netherlands**
- **Poland**
- **Portugal**
- **Romania**
- **Spain**
- **Specific Regulations (APAC, Brazil, China)**

For the generic Employee Notice in English, please click ***here***

Why this Moment Matters?

Exit Management is a key part of the leader's role as you will lead the **relationship** with the employee to ensure that this Moment that Matters is experienced as positively as possible with a focus on **business continuity**, while the role of the Site HR Partner is to ensure compliance by giving guidance and support on the technicalities.

Please 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 Leader?

Partner with the employee's Site HR all along the process: from the moment an initial separation intent or request is communicated until when all practicalities regarding the separation have been completed.

As a Leader, these guidelines will help you organize the departure of your new team member. You will have to start **termination action in My HR Services** as well as submit **Offboarding request** to remove all to deactivate IT access and remove assets. The offboarding procedure is mandatory and applies to the whole group without any exception.
Exit Management is a key part of the leader's role. **You make the final decision**. Dedicated Site HR Partner are there to support you for all employment types (cadre and non-cadre). Below is a step-by-step guide for you to follow:

Step one: Discuss

- This mandatory step requires you to discuss the separation **intent or request** with relevant parties (N+1) and inform the **employee's Site HR Partner.**
- IMPORTANT: You should also check in My HR Services (employee Profile) whether the employee holds a **Sensitive Role** and consult the process for additional steps & decisions related to **Sensitive Roles**. If you have questions, the Site HR Partner is able to advise you.

Step two: Evaluate/ Decide

- Evaluate, with the Site HR, the right type of solution to take your decision.
- Think about the decision making criteria, who else to involve in the process and how you can avoid making biased decisions.

Step three: Create an action plan

- If a decision is taken to proceed with the separation, start by creating an action plan. Click **here** to download the template.

Step four: Communicate

- Notify employee of the separation decision and rationale.
- Discuss and confirm to the employee the separation date, package (if any) and other necessary terms based on action plan, **supported by the employee's Site HR Partner.**
- As a Leader you need to plan and prepare for difficult conversations and lead the discussion with courage and empathy. Here you can find a **communication toolkit** to prepare yourself.

Step five: Finalize the action plan and record separation in My HR Services

- **As soon as possible**, enter separation details (date, reason etc) in My HR Services to process the request. You will receive an automated confirmation when this is completed.
- This action will be reviewed and approved by the Site HR.

Next Steps

- Start the **Offboarding process as soon as possible.**

The offboarding procedure is mandatory and applies to the whole group without any exception.
To launch the separation of your team member, the **first action** you need to do is record termination in My HR Services.

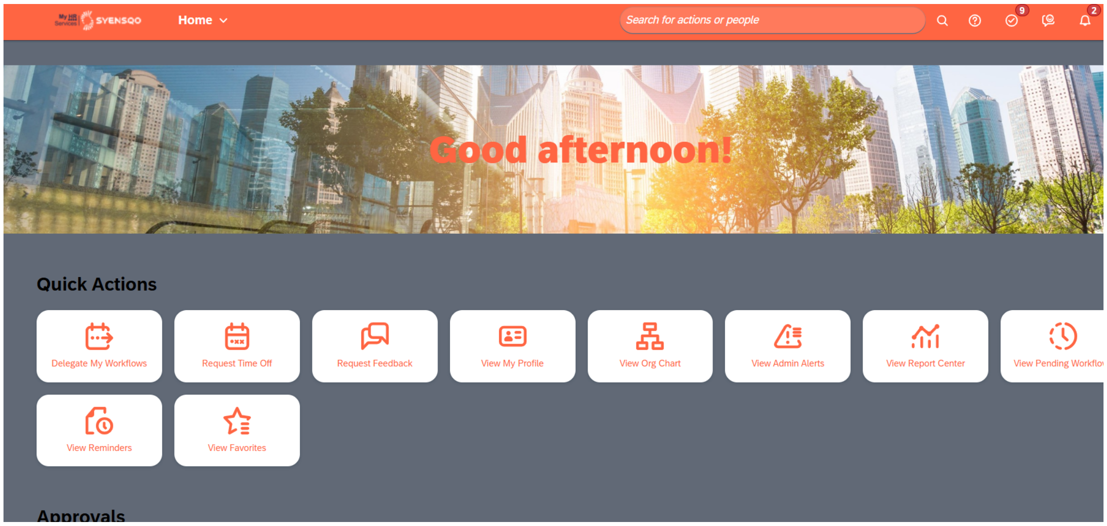
The termination action is owned and initiated by the Manager.

Below are the step-by-step instructions on how to enter the separation details in My HR Services.

Finding Employees

You have two ways to find employees in My HR Services:

- Option 1: by using the "**Org Charts**" **tile** you can see below and selecting the employee from the list;
- Option 2: by typing employee name in the "**Search for actions**" box on the top right hand corner of the image below.



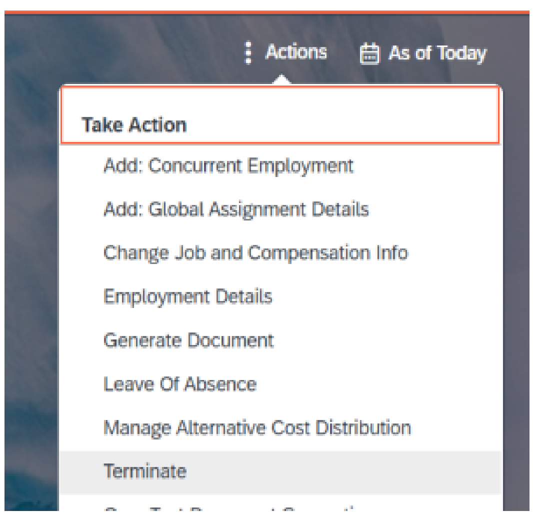
Recording a Termination

There are four steps to follow:

1. **Recording the termination.**
2. **Deactivating a position - if applicable.**
3. **Transferring Job Relationships - if applicable.**

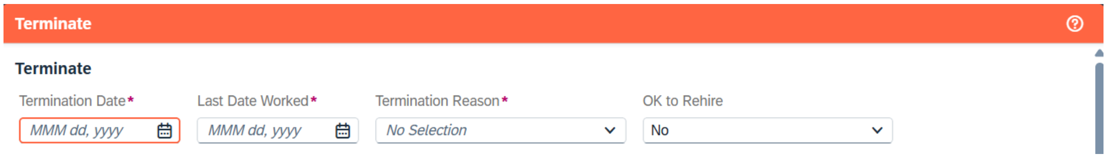
1 - Recording the termination

- To record a termination, click on "**Actions**"
- Select option "**Terminate**"

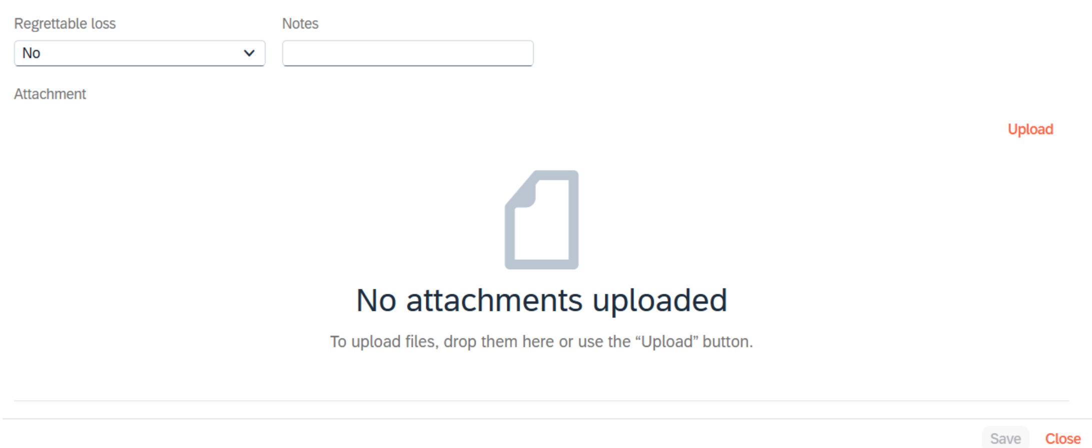


- The following information will need to be filled out next:
  1. The termination date is the date when the relationship between the employee and the company **ends**.
  2. The Last Date Worked is the effective last working day of the employee, which can be prior to the Termination date and followed by paid or unpaid leave.
  3. Choose between the termination reason options : **Resignation, Retirement or Other Termination Reason.**

4. **Set OK to Rehire to 'YES'** if you would agree the company to rehire the employee in the future. In case the employee had any action that doesn't fit the company and it is needed to prevent more actions like that in the future, **select 'NO'.**



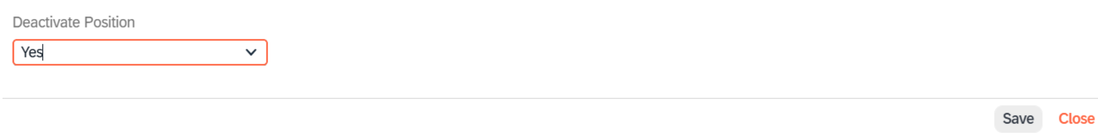
- The following information will need to be filled out next:
  1. **Regrettable loss** concerns the voluntary resignation of an employee belonging to one or more of the following populations: S23+, EKAM, or part of a Talent Pool (Emerging Leader, Future Top Leader, or Top Leader).
  2. Insert Notes to provide any details regarding the termination situation. **The field is mandatory in case "Other termination reason" was selected.**
  3. You may choose to upload any relevant document if needed and provided, like resignation letter etc.



2 - Deactivating the position (if applicable)

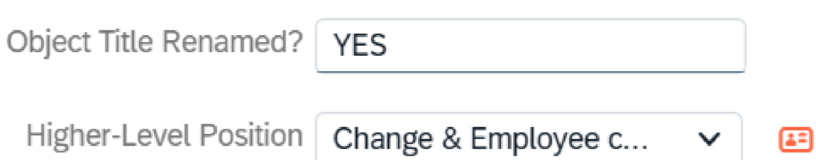
If the position is to be deactivated in case you will not rehire on the position when it becomes vacant, follow these steps:

1. Choose Deactivate Position.
2. Click on Save to submit the termination request for approval.



*Note: "Deactivate Position" is **not always editable**, mainly when direct reports or vacant positions are still assigned to a manager's position. The **best practice** is to first maintain the lower-level positions before recording the termination. See more about this below:*

- ***Correct the higher-level position (hierarchy) of the position***



3 - Transferring job Relationships (if applicable)

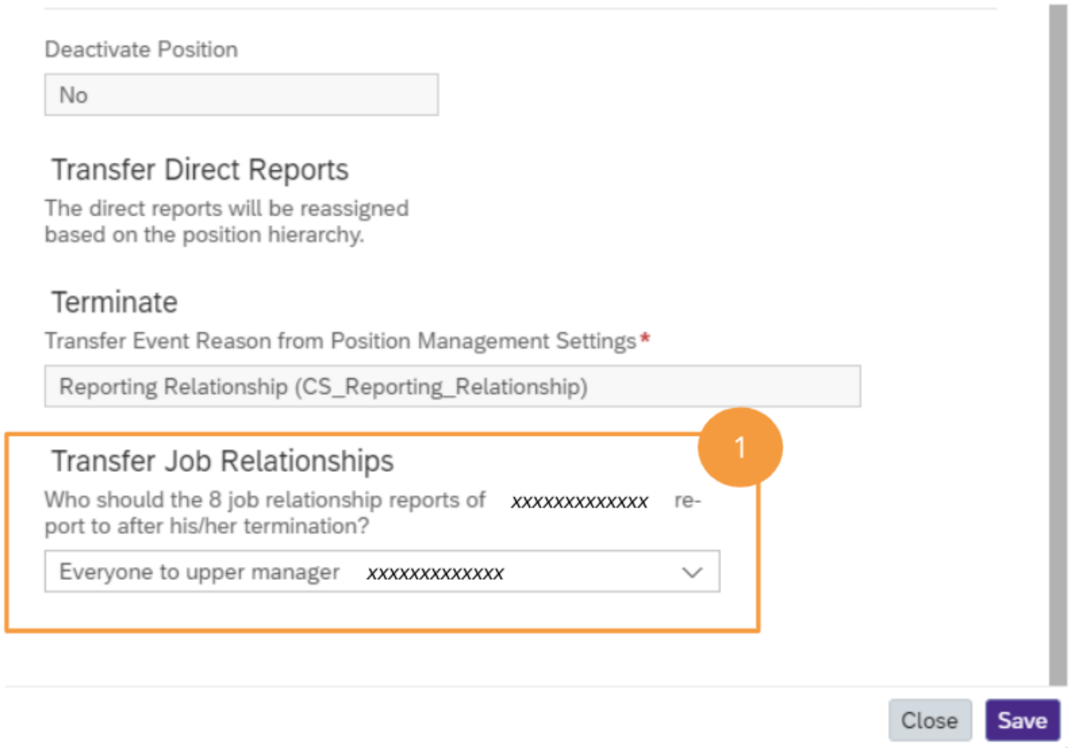
Transfer Job Relationships will appear for some employees like:

- Manager with a Compensation planner role used during the Compensation campaign.
- Strategic Business Partner.

- Site HR Partner.

Job relationships grant some authority to review and approve changes for a determined scope.

Select to whom you'd like to transfer this authority after the termination: upper manager, to another person, individually to other persons or terminate (no transfer of the authority).



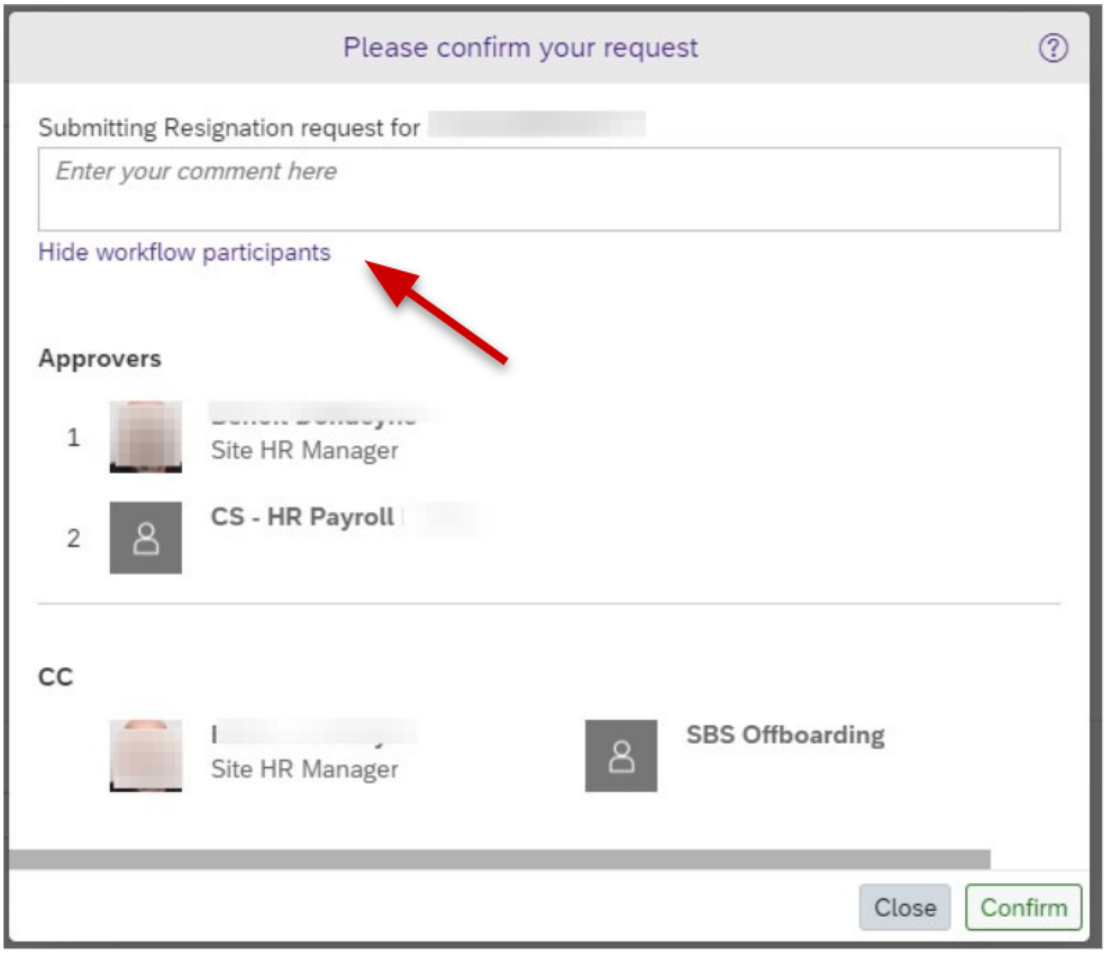
The last step of the Termination request is to confirm the request.

On this screen you can **Enter a comment** if needed, as well as review the **Workflow Participants** :

- Site HR Partner is the 1st step approver
- Payroll is the final approver

You will be notified by email once each step is processed by the different actors.

Remember that you can always go back to your pending request to check its status, add comments, withdraw etc … via the "Pending Requests" tile on the Home Page.



Wait for HR confirmation to start the **Offboarding procedure.**

Simply put, Syensqo needs to ensure that its information, intellectual property, and assets are safeguarded. Currently, only 44% of leavers who have IT and/or badge (physical) access have their accounts deactivated within five days of leaving Syensqo, this means that we have a high % of leavers that, if so inclined, could take our data with them. And that's scary….. We need your help to improve this.

To address this security concern and reduce the risk for Syensqo, an **Offboarding process** will automatically trigger, 5 business days before the last working day, on behalf of the managers of **Syesnqo Employees** and Supervisors of **contingent/external workers** or their delegates. This process should only start for workers who have IT access requirements - such as a computer, a network account, email, Third party access or remote access to Syensqo systems, etc.

As the direct supervisor of Syensqo employee or the Supervisor of an external worker (contractor, temp, consultant, etc…), you are responsible for ensuring their IT and Site accesses are terminated on time so that data remains safe.

The offboarding tasks can be followed up by the manager or supervisor in **Service One platform** in section "My activity".

We want to make this as simple as possible!

Please have a look at the **exit management process visual for managers.**

Note: If you have a worker who does not have any IT accesses, please follow your local site guidelines.

Important to remember

If you haven't recorded the action of termination in My HR Services yet, please first refer to **Managing an Employee Termination/Resignation procedure.**
The Offboarding process can be initiated once the Payroll team has validated the termination request in the HR System done by the Manager.

An Offboarding Service Request will be generated automatically 5 business days before employee last working day, to deactivate IT access and remove assets, so as manager, your only action will be to follow and monitor the request tasks.
The Offboarding activities will be generated automatically 5 business days before the leaver's last day of work.

If you need to anticipate the Offboarding please change the end of assignment date on this **request**.

If you change the end of assignment date/termination date to a past date, please submit an **Onboarding question ticket** for IT Onboarding/Offboarding team.

Example(current day = 05/05/2024 and you change to 05/04/2024)

As a supervisor you must follow and monitor the **Offboarding Service Request** for the deactivation of IT access and remove assets (if applicable).

If you need to reactivate the user (re-onboard) please contact SBS HR service line **request**.

If you want to extend it's employment please submit this **request** ,and cancel the **"Offboarding overview"** request generated in your "Activity" in Service One.

If the user is already deactivated and you need to reactivate the user (re-onboard) please contact SBS HR service line **request**.

1. An Offboarding request will be triggered through the **Service One Digital Workplace Platform -> Offboard Employee or Contingent Worker**;
2. The Offboarding ticket will be generated at least 5 days before the last working day of the employee or external, after the termination done by the Manager in HR system.
3. Once this Service Request is generated, the Manager, IT, Facilities & other relevant stakeholders are notified and will take the required actions on their side;
4. If the leaver does not have any IT accesses please follow your local site Offboarding process.

For both Syensqo employees and external workers, you will receive a confirmation message with a link to check the status of the Offboarding activities.

- Store all Syensqo documents in Google Drive;
- Transfer Google drive ownership to the relevant person(s);
- Delete any personal information from his / her computer, Google Drive, or email;
- Deliver the Company's Citi card to the Travel Expenses team, you or Site HR (if applicable);
- Deliver the access card (badge) to the site contact (Facilities/HR etc.);
- Deliver the assets to the local Service Desk on their last day of work (if applicable).

- **Service One Digital Workplace User Guide**
- **Po2: Offboarding a team member with Care & Dare Practices**

Definition

Mobility / Garden leave is a Leave of absence which identifies the period of paid inactivity, during which an employee stays away from the workplace and is in the process of terminating their employment. This usually occurs during Restructuring programs for example.

Process

This inactivity period is recorded in My HR Services to set a correct employment status (Inactive leave), correct headcount reporting, exclusions from mandatory training, or other HR processes etc ... Contact your Site HR Partner who is responsible for this process.

- Employee Exit Management
- Exit Interviews
- Data Management -Demotions
- Mobility / Garden Leave in My HR Services
- Personal Data Protection during an employee's offboarding

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).

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).

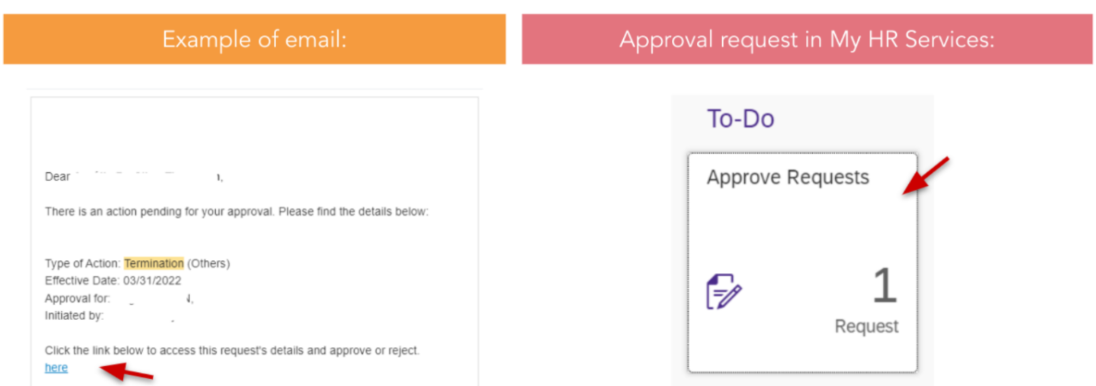
Step two: Prepare

- 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.*

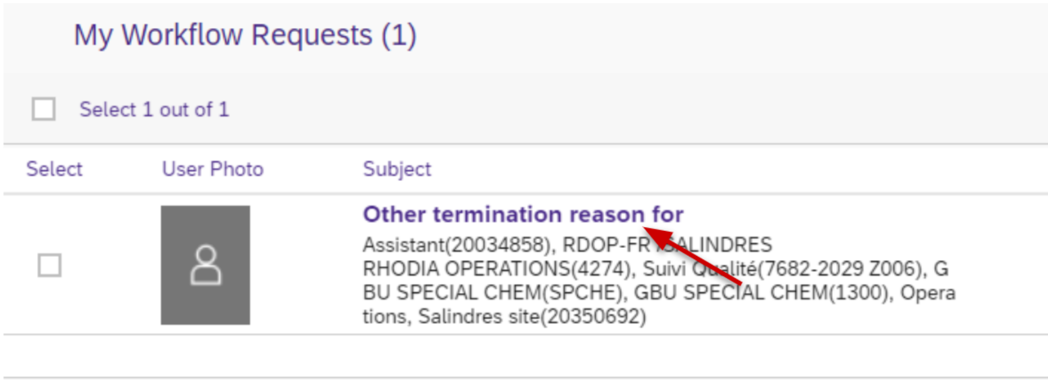
Step three: Execute

- 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.

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:



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

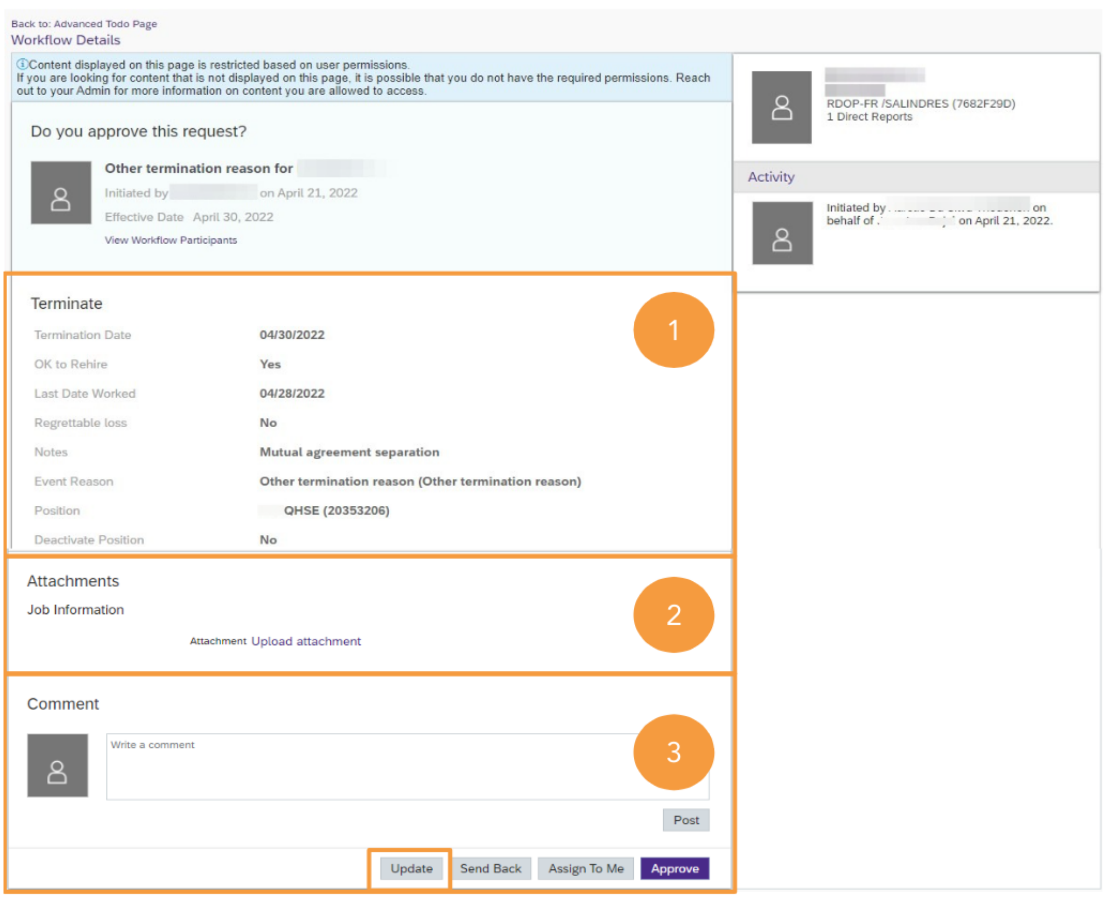


Then the following information will need to be filled out:

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.



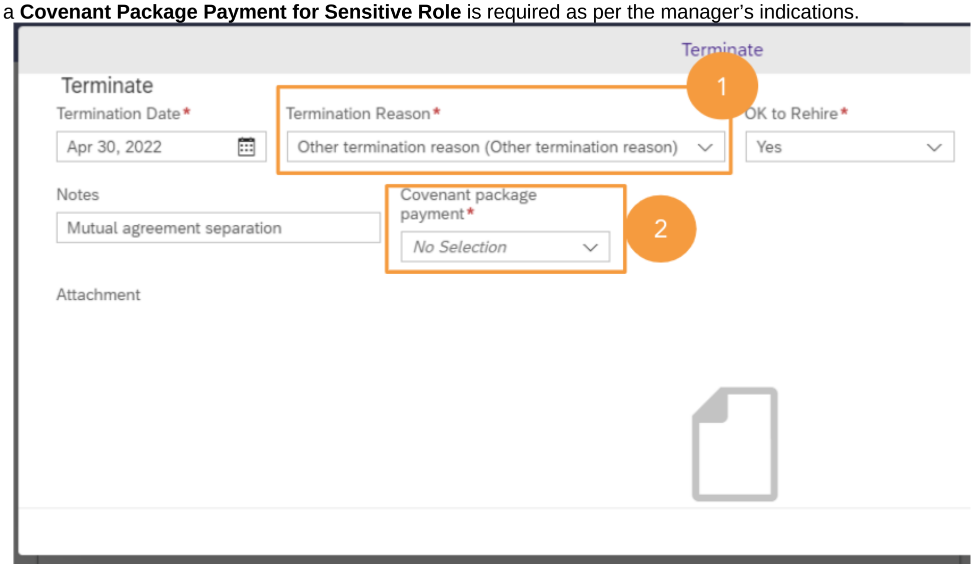
Then the following information will need to be filled out:

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.



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

- **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**

- Introduction
- HR Responsibility
- Consent Forms
- Analysis and reporting

Exit Interviews in Syensqo follow a simple, standard, and sustainable approach for extracting insights following the voluntary resignation of individuals S22 and below, as well as those who are part of Talent Pools, in order to learn more about the motivations behind leaving across various demographics (gender, site, country, region, GBU/function, years of service, age range, etc.). These insights help us proactively address engagement among the current and future employees.

The key principles for Exit Interviews are:

- A definition of "Regrettable Losses" aligned with the SuccessFactors exit management process.
- A simple, standardized questionnaire in order to collect feedback and enable data analysis and identification of opportunities for improvement.
- Clear accountability and coordinated collaboration between Site HR Partners, SBPs, and the Talent Growth Platform to meet with the individual and collect their feedback, while avoiding repeat conversations.

Why does this moment matter?

Leaving a job is a critical "Moment that Matters" along the Employee Journey. During the exit interview and in the overall exit process, individuals should feel supported and able to share their experience honestly, without fear of retaliation or judgement. **Concerns related to ethics and integrity should be reported using the proper channels**.

What is the process?

In general, Exit interviews follow the voluntary resignation of individuals S22 and below and are conducted by Site HR Partners. Further coordination with Country HR or SBPs should be considered depending on the circumstance.
HR drives the Exit Interview process with employees, including the following activities :

- **Sending the relevant consent forms and ensuring the form is signed.** Individuals MUST complete a consent form in order for their feedback to be included in the reporting and analysis.
- **Scheduling the exit interview** prior to the employee's last day at work,
- **Completing the Exit Interview Feedback form**. NOTE: this form should be completed by HR and NOT the employee.
- **Coordinating interview activity with other HR colleagues** as appropriate, depending on the employee's S-grade / talent group.

Additional details of the process can be found in the **Exit Interview Process Document.**

<table>
<tr><th>Population</th><th>Primary Responsibility for Exit Interview</th><th>Approach</th></tr>
<tr><td>S22 and below</td><td>Site HR Partner or SBP</td><td>The responsible individual Site HR Partner schedules time with the individual, requests sign off on the consent form, and records the feedback in a standard form.</td></tr>
<tr><td>Executives S23+</td><td>SBP</td><td rowspan="5">Voluntary resignations of individuals from these populations are considered Regrettable Losses.
The responsible individual (SBP, Talent Management) schedules time with the individual, requests sign off on the consent form, and records the feedback in a standard form.
Responsibility may evolve as dictated by specific situations, availability, etc. It is therefore recommended that activities are coordinated between the SBP and the Talent Management team to decide the best approach and avoid duplication of efforts.
This process does not preclude people managers from having discussions with departing individuals.</td></tr>
<tr><td>Leadership Team Members

Top Leaders</td><td>Head of Talent (or delegate)</td></tr>
<tr><td>Future Top Leaders</td><td>Talent Management Team</td></tr>
<tr><td>Future Functional Leaders</td><td>SBP</td></tr>
<tr><td>EKAMs</td><td>Talent Management Team</td></tr>
</table>

Individuals must complete a consent form prior to the interview in order for their feedback to be included in the reporting and analysis.

Expand the table below to access the links to the Google form and/or paper consent form for the employee’s country/region. **Check whether an individual has consented to the collection of their personal data via Google form here.**

If the employee has provided their consent via paper form, retain the signed copy, **enter the individual's information in the relevant tab of this file**, select "Yes" under the column "Paper Form" and enter your email address.

Australia	**Australia Google Form**	**Australia Consent Form**
Canada	**Canada Google Form**	**Canada Consent Form**
EU (Bulgarian)	**EU Google Form (Bulgarian)**	**EU Consent Form (Bulgarian)**
EU (Dutch)	**EU Google Form (Dutch)**	**EU Consent Form (Dutch)**
EU (English)	**EU Google Form**	**EU Consent Form**
EU (French)	**EU Google Form (French)**	**EU Consent Form (French)**
EU (Italian)	**EU Google Form (Italian)**	**EU Consent Form (Italian)**
EU (Polish)	**EU Google Form (Polish)**	**EU Consent Form (Polish)**
EU (Portuguese)	**EU Google Form (Portuguese)**	**EU Consent Form (Portuguese)**
India (English)	**India Google Form**	**India Consent Form**
India (Hindi)	**India Google Form (Hindi)**	**India Consent Form (Hindi)**
Brazil	**Brazil Google Form (Portuguese)**	**Brazil Consent Form**

China	**China Google Form**	**China Consent Form (Chinese)**
Japan (Japanese)	**Japan Google Form (Japanese)**	**Japan Consent Form**
Singapore (English)	**Not available at this time**	**Singapore Consent Form**
South Korea	**In progress**	**In progress**
Thailand (English)	**Not available at this time**	**Thailand Consent Form**
Thailand (Thai)	**Not available at this time**	**Thailand Consent Form (Thai)**
Mexico	**Mexico Google Form (Spanish)**	**Mexico Consent Form (Spanish)**
UK	**UK Google Form**	**UK Consent Form**
USA	**US Google Form**	**US Consent Form**

Data from Exit Interviews is aggregated here and updated on a regular basis.

Exit Interview Data for Reporting and comments shared during exit interviews can be found here. Access to both files is strictly limited to HR.

Similar to the Syensqo Pulse Survey, follow-up action planning will align with the respective scopes of the various HR teams. The process does not prescribe action or cadence but depends upon collaboration among the Talent Growth Platform, SBPs, and Country and Site HR to anticipate and address issues. Below there are some examples:

Example 1: SBPs can analyze trends for their GBU / Function. Upon seeing a disproportionate number of leavers from their GBU, can collaborate with Country / Site HR to further analyze the reasons and determine potential mitigation activities.

Example 2: The Talent Team has responsibility for monitoring data for individuals in Talent Pools and can coordinate with SBPs or other leaders to understand and act on trends.

Example 3: DE&I as a subset of the Talent Team will analyze the reasons for leaving within various demographics (including region and age range) and can coordinate action with SBPs or Site HR.

Example 4: Talent Acquisition may analyze the reasons for leaving in order to improve aspects of the hiring process

The appointment of an employee who is currently working in the organisation to a job that is lower than the job being performed by the employee.

Please find **here** the Operational Procedure

Mobility / Garden leave is a Leave of absence which identifies the **period of paid inactivity, during which an employee stays away from the workplace and is in the process of terminating their employment**.

This inactivity period will now be recorded in My HR Services to allow us to have a correct employment status (Inactive leave), correct HC reporting, exclusions from mandatory training, etc ...
1. As Site HR, my responsibility for employees going to Mobility / Garden Leave in the scope of any restructuring program is:

- Consult **WDA’s suppressed position files** and fill in the information concerning the employee, indicating:
  - **Holidays Start/End dates**
  - **Leave of absence**: Mobility/Garden Leave Start/End dates
  - **Last Date Worked**
  - **Termination Date and Termination Reason**

2. The Service Line Team will proceed with the employee’s position changes:

- **Cost Center:** to assign the corresponding **Restructuring cost center**
- **Department:** to move to the corresponding Restructuring Department
- **Higher level position:** to change to ZZZ Manager (22060889) (if Leave of Absence)

3. The Service Line Team will record the **employee’s termination**, according to Termination details provided by Site HR.

For more information refer to the presentation of process and roles: **Syensqo_Restructuring Plans & Offboarding.**

As Site HR, what is my responsibility for employees going to Mobility / Garden Leave not in the scope of restructuring programs?

1. **In case of Mobility / Garden, update the employee's position,** as of the 1st day of the month when the mobility/garden leave starts (or 1st day of the pay period for US/MX):
   a. **Cost Center:** to assign the corresponding cost center (if to be changed)
   b. **Department**: to move to the corresponding Department (if to be changed)
   c. **Higher level position:** to change to ZZZ Manager

2. Ask Country Payroll Team via a **ticket** to record a **leave of absence**, including the following details:

   a. **Name and employee ID of the person**
   b. **Leave of absence** : Mobility/Garden Leave
   c. **Start date** : indicate the start date of the inactivity period that precedes the termination.
   d. **Expected return date** : mention the expected termination date

3. Record the **employee's termination**, minding to specify the correct 'Last worked date' VS actual 'termination date'.
Upon the Site HR's request via a ticket, you will record the 'Mobility / Garden Leave' Leave of Absence in My HR Services.

This new LOA is not mapped to PP9 : no action will be created in IT0000 nor in IT0001. In hrX, as for any LOA, you will see an event of 'Leave of absence start' as well as 'Data change' but without impact on euHReka.

Syensqo as an employer undertakes to keep personal data only for the retention period indicated in the **Employee Privacy notices**.

The employees are invited to store information (e.g. pay slips) by their own means if they need to keep them beyond this period, e.g. when they will retire.

You can find the files:

- **In this Gdrive**, in PDF format.
- **In YOUGrow**, available 24/24.