

Introduction

Leaving British Council Employment

Overview

These documents give an overview of the circumstances under which staff leave British Council employment.

Staff leave British Council employment under the following circumstances:

- they retire at normal retirement age (see Retirement)
- they retire early (see Early Retirement and Redundancy)
- they take voluntary redundancy (voluntary early retirement) (see Early Retirement and Redundancy)
- they are made redundant (see Early Retirement and Redundancy)
- they resign (see Resignation)

Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/ or English and Exams/ OAS staff contracts, subject to local law and conditions. Where entitlements relate specifically to UK-appointed staff, country-appointed staff and teaching and exams staff should refer to their local Terms and Conditions of Service and/or individual contracts.

Responsibilities

Responsibilities vary depending on which aspect of leaving British Council employment you are concerned with.

Policy

- It is British Council policy to provide security of employment for staff, as far as is consistent with the effective and efficient management of its work, and to handle retirement and resignation efficiently and sensitively.
- The British Council invites or allows early retirement under certain circumstances, but it is not British Council policy to put pressure on staff to resign.
- The British Council always uses its best endeavours, including planning staff requirements, to avoid redundancies. However, redundancies may sometimes be inevitable. In these circumstances, British Council policy is to adhere to the redundancy procedures agreement detailed in the British Council Redundancy Procedures Agreement