

APPLICATION TO THE DISCRETIONARY TRANSFER SCHEME

Please complete this form if you wish to make an application to the Discretionary Transfer Scheme (DTS). The purpose of the DTS is to avoid the redundancy of an employee who is at risk of redundancy under the Proposal for Change, as amended and approved by Council, by his/her filling the post of an employee who is not at risk but who may wish to leave the University voluntarily.

This Scheme is therefore open to staff who are not at risk of redundancy under the Proposal for Change. The terms of the DTS are set out in the Fact sheet at:

www.sussex.ac.uk/humanresources/dts

Please note that: it will not be for the applicant to the DTS to identify a potential employee to take their place; the process of identifying an employee from the at-risk staff will be managed by the University. Please also note that, as part of the process of considering the application to the DTS, the employee's manager and other relevant managers/members of staff will be made aware that the application has been made.

Employee to complete:

| | |
|-----------|-----------------|
| Name | School/Division |
| Job Title | FTE |

Having read the terms of the DTS, I wish to make an application for Early Retirement/Voluntary Severance under the DTS. I understand that, in making this application, it will not be binding on me, at this stage.

I understand that, on receipt of my application, there will be an initial assessment of my application in order to determine whether: (i) if I did leave under the DTS, it is likely that my post could be filled by an at-risk person; and/or (ii) it would not be in the interests of the University for me to be accepted under the DTS.

Where the application, on a prima facie basis, can proceed, I understand that I will be invited to a meeting with HR and provided with a quotation on the severance terms that would apply to me, to include a pension quotation where the latter is applicable. By completing this application form, I expressly consent to the University obtaining a pension quotation for me from the relevant University pension scheme, where I am in a pension scheme.

Following that meeting with HR, I understand that I will be asked to confirm whether I wish to proceed with my application. If I do, I understand that at-risk staff will be advised of the potential vacancy of my post and invited to express an interest in it. Following due process, where an at-risk employee is offered and accepts the post, I understand that I will be accepted to leave the University under the DTS, subject to the terms of the DTS. I understand that the Vice-Chancellor's Executive Group will have sole discretion in determining whether I am finally accepted under the DTS or not. There is no right of appeal against this decision.

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| Signature of Applicant: |
| Date: |

Please return your completed application form to Kerry Henn, Personnel Officer, 3rd floor, Sussex House or fax it to Kerry at 01273 877401 **by Friday 16 April 2010 at 5.00 pm.**

HR/2010