

VOLUNTARY SEVERANCE FAQs

Questions	If you are considering taking voluntary severance (VS) - rather than risking compulsory redundancy (CR) for example	If you want to take voluntary severance (VS)
Q1. Will UCU support my decision to take VS?	Yes, but please see also see Qs 17-27 below.	Yes. UCU is not opposed to members taking VS if it suits their individual circumstances.
Q2. What should I consider in making my decision?	<p style="text-align: center;">We would however, ask members to delay applying for VS while consultations are taking place. Please see Q8 below.</p> <p style="text-align: center;">These links may be useful: http://www.staffnet.manchester.ac.uk/m2020/voluntary-severance/ https://www.citizensadvice.org.uk/work/leaving-a-job/redundancy/voluntary-redundancy/ http://www.thisismoney.co.uk/money/guides/article-2654173/lve-offered-settlement-agreement-work-l-sign-How-tell-redundancy-package-good-deal.html</p> <p style="text-align: center;">If you are considering retirement, you should contact the Pensions Office pensions@manchester.ac.uk</p> <p>If you are selected for CR, you won't have to leave the University straight away. (See Q19 below.) If you have less than 10 years' service (and are therefore not eligible for the highest VS payment), it may be better for you to take CR and continue to be paid your salary on the redeployment register.</p>	
Q3. How do I apply?	If you are eligible to apply for VS, you will have received written details of how to apply, and a link to the application form.	
Q4. Can I express an interest in VS without making a formal application?	You would need to make a formal application (as above), but an application does not firmly commit you. It is effectively an expression of interest. You only commit (if at all) much later, after taking legal advice and signing the agreement.	
Q5. When is the deadline for applications?	The current deadlines are 14 August for Professional Support Staff (PSS) and 29 August for academic staff.	
Q6. Is there a possibility the deadlines will be extended to give me more time to make a decision?	UMUCU have been pushing for deadlines to be extended – and there has been some movement. But you should not rely on there being any further movement.	
Q7. If I apply, can I change my mind later?	Yes. You can withdraw from the VS process at any time, right up to signing the VS agreement.	
Q8. When should I submit my application?	You can apply now, but we would ask you to hold off until closer to the deadline. The University has said that even if members apply earlier, no decision regarding who will be granted VS will be made until after the scheme is closed, which means there is nothing to gain or lose from applying now.	
Q9. How will the University decide who can take VS?	Information provided on StaffNet states that: <i>Applications for voluntary severance will be considered on the basis of University needs, the skills and experience of the individual and/or whether the loss of an individual would impact on the ability to deliver core activity. Applications for voluntary severance will be considered on the basis of the University's core mission and</i>	

	<p><i>requirements. This means that applications would not be accepted where an individual holds a critical skill which is not available elsewhere in the area, and/or where their loss would impact significantly on the University's core activities.</i></p> <p>See: http://www.staffnet.manchester.ac.uk/m2020/voluntary-severance/voluntary-severance-faq/</p>
Q10. How will compulsory redundancies be decided if there are not enough volunteers for VS?	<p>UCU is currently consulting with the University on selection criteria, so these may change. The current drafts are available at: http://manchester.web.ucu.org.uk/files/2017/07/ProposedSelectionCriteria.pdf</p>
Q11. When will I know the outcome of my VS application?	<p>In the case of PSS staff, we expect decisions soon after the VS deadline (see Q5 above). For academics, exceptionally decisions may be made soon after application, but in the vast majority of cases, the outcome should be known by late September according to the currently proposed timetable. A timetable is included after the selection criteria here: http://manchester.web.ucu.org.uk/files/2017/07/ProposedSelectionCriteria.pdf</p>
Q12. If I receive VS, when will I have to leave/be able to leave?	<p>This is a matter for negotiation, but usually people are expected to leave quite soon.</p>
Q13. Will I pay income tax on my VS payment?	<p>The first £30,000 of your VS pay will be free from tax and NI payments.</p>
Q14. Will I be eligible for benefits, such as Job Seeker's Allowance, if I take VS?	<p>According to http://www.redundancyexpert.co.uk/claim-benefits-volunteered-redundancy.html: <i>Voluntary redundancy is normally classed just the same as normal redundancy and you will be viewed the same by the government. Although you have volunteered for redundancy there was still the need to make redundancies by your employer, so in most cases it will be treated the same.</i></p> <p>See also: https://www.moneyadviceservice.org.uk/en/articles/considering-voluntary-redundancy</p>
Q15. Would I be able to work for this University again in the future?	<p>Yes. If you leave the University by VS, you will not be eligible to re-join the University or an associated employer for at least 3 years from the agreed leaving date. An associated employer would be UMIP for example.</p>
Q16. If I take VS, can I apply for jobs with other universities?	<p>Yes. An associated employer, as mentioned in Q15 above, does not include other universities.</p>

Questions	I don't want to take VS. What is the process if the University proceeds to compulsory redundancies (CR)?
Q17. When will I know whether compulsory redundancies will be necessary and if I've been selected?	The likely timetable and current proposed selection criteria are available here: http://manchester.web.ucu.org.uk/files/2017/07/ProposedSelectionCriteria.pdf
Q18. How will compulsory redundancies be decided if there are not enough volunteers for VS?	The University is currently consulting with UCU on selection criteria, so these may change.
Q19. If I'm selected for compulsory redundancy when would I have to leave the University?	The timing is dependent on the start/finish of the consultation period, but according to the current timetable (see above link) this would be 23 June 2018.
Q20. What is the redeployment register?	The University maintains a register of employees who need to be redeployed, for example following a restructure or where a post becomes redundant. Employees on the redeployment register will automatically be considered first for any vacant posts within the University at their current grade. The University's Redeployment Policy is available here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12
Q21. What work would I do while on the redeployment register?	Information provided on StaffNet states that: <i>This would be reviewed on a case by case basis but colleagues would be found work to do at a suitable level, appropriate to their skills, experience or training. More information can be found in the University's Redeployment Policy.</i>
Q22. Can I apply for internal vacancies while I'm on the redeployment register?	Yes. Redeployees are eligible to apply for any roles which are available through the University's job site. Consideration should be given to individuals who may be able to fulfil the role providing suitable training is available.
Q23. What help is available to me while on the redeployment register?	Before vacancies are advertised the redeployment register should be checked by HR to determine if there are any potentially suitable candidates on the Redeployment Register. Consideration should be given to individuals who may be able to fulfil the role providing suitable training is available.
Q24. How much is statutory redundancy pay?	Statutory redundancy pay is based on age, weekly pay and number of years in the job: <ul style="list-style-type: none"> • half a week's pay for each full year you were under 22 • one week's pay for each full year you were 22 or older, but under 41 • one and half week's pay for each full year you were 41 or older Length of service is capped at 20 years. From 6 April 2017, weekly pay is capped at £489 and the maximum statutory redundancy pay you can get is £14,670. You need to have worked for the University for at least two years to qualify.

	You can calculate your statutory redundancy pay here: https://www.gov.uk/calculate-your-redundancy-pay
Q25. Will I pay income tax on my CR payment?	No. CR pay is free from tax and NI payments (up to £30,000). Tax and NI contributions would be deducted from any wages or holiday pay owed to you.
Q26. Will I be eligible for benefits, such as Job Seeker's Allowance, if I take CR?	Yes. If you are actively seeking work, you are able to claim contributions-based Jobseeker's Allowance for six months (£73.10 a week; £57.90 if under 25), but you won't receive this until the period covered by any pay you received in lieu of notice has expired. See also: https://www.thinkmoney.co.uk/news-advice/im-being-made-redundant-can-i-claim-benefits-0-6092-0.htm You can calculate what benefits you would receive here: https://www.gov.uk/benefits-calculators
Q27. Where can I get more information?	https://www.gov.uk/redundant-your-rights/redundancy-pay https://www.citizensadvice.org.uk/work/leaving-a-job/redundancy/preparing-for-after-redundancy/ http://www.moneysavingexpert.com/family/redundancy-help