When You Leave PACE

If you wish to resign, please speak with your manager and then email them and copy in hr@paceforall.com to make the resignation formal. In most cases we will expect you to work your full notice period which is outlined in your contract. to make the resignation formal. In most cases we will expect you to work your full notice period which is outlined in your contract.

When you send your resignation your annual leave will be calculated until the end of your notice period. In most cases we will pay you for any outstanding leave with your final salary payment. If you want to take leave during your notice period, please speak with your manager before requesting it via the HR system.

Please make sure you have claimed any outstanding expenses *before* your end date.

On leaving you will be asked to return any PACE equipment you have been issued, and we will reset your login to all PACE systems.

If you have a PACE SharePoint account, please move any files saved to your OneDrive into a shared folder.

If you have a PACE email account, please:

- unsubscribe from any newsletters
- forward important email chains to colleagues or save them in the relevant folders
- delete any large files.