PERTH & KINROSS COUNCIL

VS1

**REQUEST FOR VOLUNTARY SEVERANCE ESTIMATE**

|  |
| --- |
| **EMPLOYEE INFORMATION** |
| **Employee Name** |  |
| **Address** |  |
| **National Insurance Number** |  |
| **Date of Birth** |  |
| **Payroll Number** *(6-digit number)* |  |
| **Marital Status** *(Married/Single/Divorced/Separated/Widowed)* |  |
| **If widowed, divorced or legally separated, effective date** |  |
| **Are you a member of the Local Government Pension Scheme?** |  |
| **Email Address** *(All correspondence will be sent via email unless you indicate otherwise)* |  |
|  |
| **CURRENT POST INFORMATION** |
| **Job Title** |  |
| **Section** |  |
| **Name of Service** |  |
| **Name of Line Manager** |  |
| **Grade** |  |
| **Full-time or Part-time***(If part-time, contracted weekly hours)* |  |
| **Annual Salary/Weekly Wage** |  |
| **Post No** *(Payroll use only)* |  |
| **Preferred Leaving Date** | ***Date must be before 31 March 2026*** |

Signature …………………………………………………………… Date ………………..……………….

|  |
| --- |
| *If you wish to request Voluntary Severance, please complete and email this form to* *vss@pkc.gov.uk**. If your Service supports your request, your estimate will be requested and issued to you, and you will then have to decide if you wish to make a formal application for Voluntary Severance.* ***You must discuss your request for voluntary severance with your line manager before submitting this form.****If you wish to take VS for multiple posts, please submit a VS1 form for each one.* |