

Guidance on applying for voluntary redundancy

This guidance is for all colleagues and includes some specific guidance for line managers



This information is for all colleagues. It provides details on voluntary redundancy. This information is available in a [plain language version](#) and will be available in easy read format when the scheme opens. If you need information in an alternative format or language, please [email the People and OD team](#).

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Voluntary redundancy

- Our voluntary redundancy scheme is based on the national NHS model voluntary redundancy scheme, approved by HM Treasury. The [consultation with our trade union colleagues](#) on the application of our scheme concluded on Friday 14 November 2025.
- The NHS England voluntary redundancy scheme will launch on Monday 1 December and close at 11:59pm on Sunday 14 December 2025. This is currently the only voluntary redundancy scheme open to all eligible colleagues across the organisation.
- We are now inviting colleagues who expressed an interest in voluntary redundancy to confirm if they would like this to be converted to an application. We will email you for confirmation – please **do not** reapply.
- For colleagues who **did not** express an interest in the summer but would like to apply for voluntary redundancy you will need to submit an application form by 11:59pm on Sunday 14 December 2025 to register your application.
- Voluntary redundancy provides an opportunity for colleagues who are considering leaving our organisation to leave voluntarily and receive a severance payment.
- Voluntary redundancy is different from compulsory redundancy because the employee is volunteering to leave in return for a severance payment, with the intention of minimising the requirement for any future compulsory redundancies. [Read more about the difference between voluntary and compulsory redundancy.](#)
- To apply, colleagues must have a minimum 104 weeks (24 months) continuous service on 1 December 2025 and comply with the eligibility criteria. [Read more about the eligibility criteria.](#)
- Participation is entirely voluntary, and colleagues need to consider their individual circumstances carefully before applying.

- Please remember our comprehensive range of [wellbeing resources](#), including mental health support services and the Employee Assistance Programme, are available if you need them.
- In addition to our existing wellbeing support, we are putting in place a tailored career transition support package for colleagues choosing to leave our organisation, including those who decide to apply for voluntary redundancy. This includes:
 - access to a dedicated relationship manager, who can offer advice and answer questions
 - tailored 1:1 career coaching and access to a variety of workshops
 - access to an online career portal with a broad range of resources, including a CV builder and interview simulator

Further details will be shared with colleagues once the application window opens.

Making sure voluntary redundancy is fair and equitable

- We have measures in place to make sure that no colleagues receive less favourable treatment when applying for voluntary redundancy on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or on the grounds of trade union membership.
- Our Equality Impact Assessment – EqIA – will continue to look at any positive or adverse impact(s) of voluntary redundancy on protected characteristic groups. We will continue to develop this in consultation with our trade union colleagues.
- Part of the national moderation panel’s role will be to monitor applications and provide assurance that the local panels have been consistent and fair in their decision making.

Difference between voluntary and compulsory redundancy

- Voluntary redundancy is where employees are asked if they’d like to volunteer for redundancy. There must be a fair and transparent selection process, and employees are not automatically selected just because they apply.
- Compulsory redundancy applies when a post is no longer required by the organisation because the organisation is changing what it does, doing things in a different way or

changing location or closing. Colleagues cannot volunteer for compulsory redundancy.

- Under Section 16 of the [NHS Terms and Conditions of Service Handbook](#) there is no difference in calculations for voluntary and compulsory redundancy payments. Whether you take voluntary redundancy or are made redundant through compulsory redundancy, the payment you receive will be the same.
- Redundancy terms and conditions for colleagues on Agenda for Change, Medical and Dental and all other groups will fully align to any contractual obligations.
- There are several terms attached to the new model voluntary redundancy scheme including:
 - re-employment rules with an NHS employer, government department or an arm's length body view [Annex 1 of the NHS Terms and Conditions of Service Handbook](#) and the full list of [departments, agencies and public bodies on the GOV.uk website](#). If you are re-employed by one of these organisations, you may be required to pay back some or all of your redundancy pay. [Read more about re-employment rules and clawback](#)
 - you will not be expected to consider suitable alternative employment
 - no requirement to give contractual notice - leaving dates are determined through the settlement agreement process.

Eligibility criteria

Although applications for voluntary redundancy are open to most colleagues, there are some exceptions. To apply you must:

- have a minimum of 104 weeks continuous service (24 months) by 1 December 2025. Continuous service is defined as NHS service without a break in employment of 1 week or more, measured Sunday to Saturday. More information is in sections 16.4, 16.5 and 16.6 of the [NHS Terms and Conditions of Service Handbook](#). [Read more about continuous and reckonable service](#)
- not have formally given notice of your resignation, retirement or been notified of the date of the termination of your contract of employment for any other reason when applications open on 1 December 2025
- not have been identified as transferring out of the organisation to another employer. As work is ongoing on the future commissioning operating model, colleagues who currently work in or support NHS England commissioning functions are eligible to apply
- not be in receipt of Recruitment Retention Premia (RRP)

- not be subject to our performance, capability or disciplinary procedures. Colleagues can apply, but a decision may be deferred until the relevant process has concluded.

You can also apply if you:

- are on different, non-NHS terms and conditions. However, there may be variations in voluntary redundancy payments, depending on contractual terms and conditions and any additional approvals required. Colleagues on different terms and conditions can [contact our People and OD team](#) for additional information
- are on maternity leave. Rights to statutory maternity pay are determined at the 15th week before the expected date of confinement, so if you are made redundant after this time you will retain your entitlement to statutory maternity pay
- are out of the business for any other reason [contact our People and OD team](#)
- work in a job share arrangement. You will need to apply individually

Applications will be considered on their own merits. NHS England reserves the right to determine which applications will be approved. Even if you meet the criteria your application may not be approved.

Things to consider before applying

- If you apply for voluntary redundancy there may be significant financial and lifestyle implications for you. It is your responsibility to understand the impact, for example, possible loss of entitlements to welfare benefits, mortgage protection, insurance policies that do not cover voluntary severances, as well as any possible impact on pensions, if you have more than one contract (multi-post) and salary sacrifice penalties. For example, NHS lease car holders will be personally liable for any early termination fees. Your salary sacrifice agreement will set out any potential penalties for exiting the scheme early and you should carefully consider these before applying.
- Access your [Total Reward Statement](#) in ESR to view your annual benefit statement for the 1995/2008 and 2015 NHS pension schemes.
- We are running duplicate pension sessions on Thursday 27 November from 2pm to 3pm and Tuesday 2 December from 10am to 11am. [Book your place on Slot Bookings](#). A recording will also be available on The hub afterwards.
- If you are a member of the NHS Pension Scheme, visit the NHS Business Services Authority [Member Hub](#) for general information and access to pension webinars for colleagues with membership in the 1995/2008 and 2015 NHS pension schemes

- Please **do not** contact NHS Business Services Authority directly for a pension estimate – we will request pension estimates on your behalf. We will also request pension estimates directly for colleagues in other pension schemes, such as the Civil Service Pension Scheme.
- You can withdraw your voluntary redundancy application at any time up to the point of signing and returning the settlement agreement. If you want to withdraw before the closing date – 14 December 2025 – use the link in the notification email.
- If you withdraw your application, you may still end up leaving the organisation under compulsory redundancy if you carry out a role that is no longer required in the new organisation, and you do not obtain suitable alternative employment.

Making an application

- Before applying, you must:
 - ✓ read and understand the guidance – if you need any help understanding it, please speak to your line manager or [contact our People and OD team](#)
 - ✓ consider your individual circumstances and decide if voluntary redundancy is right for you
 - ✓ be aware of the financial and lifestyle implications of leaving the organisation under voluntary redundancy and you may wish to seek independent financial advice at your own cost
 - ✓ check your [Electronic Staff Record \(ESR\)](#) is up to date, including continuous service dates, personal information, line manager details and annual leave, including bank holidays. [Use this guidance to support you](#). If your continuous or reckonable service dates are incorrect, [contact our People and OD team](#). If you've already raised a query about your dates with our People and OD helpdesk, please don't raise another. The team is working through these and will come back to you as soon as possible. If you are waiting for an amendment to your dates, don't let this delay your application – submit the form using the dates that you understand to be correct.
- You may want to have a conversation with your line manager if you intend to apply for support – although they can't advise you on your decision. If you are not able to have a discussion with your line manager, [contact our People and OD team](#).
- Complete and submit the online form to apply. On the form, you will be asked the following questions:

1. Are you currently directly employed by NHS England?

2. I can confirm I have at least 2 years continuous service without a break of one week.
 3. Are you currently under notice of resignation/dismissal or retirement?
 4. Has your substantive role been identified to transfer out of the organisation to another employer?
 5. Do you receive a Recruitment Retention Premia (RRP) payment?
 6. Are you subject to a performance, capability or disciplinary procedure?
- There will also be an accessible Word version of the form available for colleagues to use once the scheme opens.
 - If you are 50 years of age or above at the time you complete the form, you will be asked if you would like a pension estimate.
 - In the form you will be asked to confirm your understanding that your information will be processed according to the [General Data Protection Regulation and Data Protection Act 2018](#).
 - Once your application has been submitted, you will receive a confirmation email within 24 hours.
 - If, after 24 hours, you haven't received an email confirming receipt of your application [contact our People and OD team](#). Please check your junk folder first before emailing.
 - If you've made an application and need to change some of the information, [contact our People and OD team](#).

The approval process

- We will contact all colleagues who previously expressed an interest in voluntary redundancy and ask you to indicate whether you would like your expression of interest to proceed to a formal application and to confirm the details you previously submitted. You will be able to update any information that has changed.
- For all new applications you will receive an email acknowledging your application and a copy of your application.
- All eligible applications will then be considered by your local voluntary redundancy panel, which will include the director of the business area, chief of staff or equivalent, finance lead and head of HR.
- The panel will recommend a decision to accept or decline your application based on the agreed [selection criteria](#).
- Following local voluntary redundancy panel recommendations, your regional director or director general will consider and ratify the decisions.
- All applications will go to a national moderation panel for final approval, to ensure consistency of decision making, fairness and equity.

- Colleagues who apply are unlikely to receive an outcome before the middle of February 2026 at the earliest. You will receive an email to let you know the outcome.
- Successful applicants are expected to leave from the middle of March 2026 at the earliest.
- If your application has been declined, the reason will be included in your outcome email.
- If you disagree with the outcome, you can appeal within 10 working days of receiving it. Details of how to do this will be included in the email. Find out more about the appeals process in the [supporting information section on appeals](#).
- If your application is successful, you will receive an email from our People and OD team with further details on the next steps and you will be asked to confirm if you would like to proceed with the voluntary redundancy offer.

Summary of the process, from applying to the outcome

Applying for voluntary redundancy

Applications for voluntary redundancy open on Monday 1 December and close at 11:59pm on Sunday 14 December 2025.

Stages

- Application window opens for colleagues to convert their expression of interest to application or for colleagues who didn't express an interest in the summer to submit a new application
- All applications close
- Local panels consider all applications and make recommendations
- Local panel recommendations go to regional director or director general for oversight and ratification
- National moderation panels consider all applications for fairness and equity
- Internal Executive HR Group decision
- External approvals
- Department of Health and Social Care Governance and Assurance Committee

Outcomes

- Colleague and their line manager notified of the outcome
- 10-day appeal period starts for declined applications
- Pension estimates will be sought for colleagues who are eligible for pension options who wish to receive one
- Settlement agreement provided for approved applications
- Colleague accepts their settlement agreement and exits, or rejects it and withdraws from the process

The amount of time the process will take depends on several factors, including the time required by the Department of Health and Social Care to process the approval, whether a pension estimate is required from NHS Business Services Authority and when legal advice is secured. Not everyone will leave the organisation at the same time.

Voluntary redundancy payments

- Voluntary redundancy payments for colleagues on NHS terms and conditions follow Section 16 of the [NHS Terms and Conditions of Service Handbook](#). There may be variations in voluntary redundancy payments, depending on contractual terms and conditions. Colleagues on different terms and conditions can [contact our People and OD team](#) for additional information.
- Employees receive 1 month's pay per completed year of reckonable service, up to a maximum of 24 months' pay. Only full years of service will be counted. A month's pay is calculated as either one-twelfth of annual salary at termination or 4.35 times a week's pay, whichever benefits the employee more. There is no difference in the calculation of payment rates for compulsory and voluntary redundancy.
- For those earning less than £23,000 per year (full time equivalent), the redundancy payment will be calculated based on full-time annual earnings of £23,000, pro-rated for employees working less than full time. For those earning over £80,000 per year (full time equivalent) the redundancy payment will be calculated based on full-time annual earnings of £80,000, pro-rated for employees working less than full time. No redundancy payment will exceed £160,000 gross.
- Your estimated voluntary redundancy payment is calculated using your gross salary (including basic pay plus regular payments). Final calculations will be based on your actual salary at the date you leave the organisation.

- If you are currently seconded into a role at a higher pay band, your voluntary redundancy payment will be calculated based on the salary you are receiving at the point at which your employment with NHS England ends – please see your pay slip in ESR for details of your salary.
- If you are on Agenda for Change terms and conditions, you can use the [online Voluntary Redundancy Calculator](#) to calculate your estimated voluntary redundancy payment. The calculator does not take the impact of salary sacrifice agreements into account.
- If you are on different terms and conditions, including Medical or Dental, [contact our People and OD team](#) for your voluntary redundancy payment rate and any exceptions that may apply.
- All voluntary redundancy payments exceeding £100,000 (regardless of pay band) need approval from the Department of Health and Social Care Governance and Assurance Committee. This applies even if part of that amount is being used to capitalise or top up your pension rather than being paid directly to you.

Line manager responsibilities

- Line managers have an important role in supporting colleagues, including those who are currently out of the business. Please ensure that colleagues who are currently out of the business know that scheme is open to applications.
- If colleagues in your team want to talk to you about voluntary redundancy, please make time for them and offer support. Informal conversations should be confidential, and you must stay impartial. Your role is not to advise colleagues on whether they should apply.
- Please check colleagues have read and understood the guidance and are aware of the financial and lifestyle implications voluntary redundancy may have.
- You will receive a copy of the VR application acknowledgement email for your direct report/s for information.
- The application will then be considered by your local panel and regional director or director general before going to a national moderation panel for final approval.
- Once an outcome has been agreed and approved, you and your direct report/s will receive an outcome email advising on next steps.
- You will be required to discuss the outcome and next steps of the process with the applicant and you will be provided with information to support you.
- If declined, the applicant has 10 working days to appeal the decision. Details of how to do this will be included in their outcome email.
- If approved, a leaving date will be confirmed and a settlement agreement issued.

- If your direct report's application is successful, it is your responsibility to ensure the leavers process is followed, using the [leavers process information and form on The hub](#). However, all termination dates in ESR will be processed centrally by the national team.
- Familiarise yourself with our [wellbeing support packages](#), including our [Employee Assistance Programme – EAP](#). Our EAP has support specifically available to line managers, so please make use of it if you would find it helpful.
- If you are concerned about the welfare of a colleague at any point in the process, contact your local [HR business partner team for support](#).

Resources and support

- Watch previous records of Circle pension sessions from [24 June](#) and [3 July](#). We are running duplicate pension sessions on Thursday 27 November from 2pm to 3pm and Tuesday 2 December from 10am to 11am. [Book your place on Slot Bookings](#). Recordings will also be available on The hub afterwards.
- NHS Business Services Authority has run a pension support session for NHS Pension Scheme members - the recording of this general information session is available [on NHS Pensions - YouTube](#) along with videos and podcasts about the NHS Pension Scheme. [Register to join upcoming pension information sessions on their website](#)

Wellbeing and career support

We have a [range of resources to support you](#) including:

- our [Employee Assistance Programme](#), which offers a range of services, including legal information and financial support
 - [Me and My Brand](#), which offers support with career development
 - View the full list of [wellbeing support on The hub](#).
- In addition to our existing wellbeing support, we are putting in place a tailored career transition support package for colleagues choosing to leave our organisation, including those who decide to apply for voluntary redundancy. This includes:
 - access to a dedicated relationship manager, who can offer advice and answer questions
 - tailored 1:1 career coaching and access to a variety of workshops

- access to an online career portal with a broad range of resources, including a CV builder and interview simulator

Further details will be shared with colleagues once the application window opens.

Plain language and easy read versions

This information is available in [plain language format](#) and will be available in easy read ahead of the scheme opening. If you require information in an alternative format or language, [contact our People and OD team](#).

People and OD contacts

There is a list of [contact details for all of our HR business partners](#) on The hub.

Trade unions

Trade unions make a vital contribution to representing the interests of colleagues and our organisation. [Read more about our recognised trade unions](#).

Your questions

If, after reading all the information, you have a question about voluntary redundancy and your personal circumstances, the quickest way to get an answer to your question is by emailing our dedicated support team: ContactHRandOD@england.nhs.uk.

External resources

- NHS Pensions: www.nhsbsa.nhs.uk/pensions
- [NHS Employers website](#)
- [Agenda for Change NHS Terms and Conditions of Service Handbook](#)
- NHS Business Services Authority [Member Hub](#)
- Government information on benefits: <https://www.gov.uk/browse/benefits>
- [Civil Service Pension Portal](#)
- Citizens Advice Bureau: <http://www.adviceguide.org.uk/>
- Help with finding tailored independent financial advice: www.unbiased.co.uk
- The Money Helper website has [information on pensions and retirement](#) including [information about redundancy](#)

Additional information

[Selection criteria](#)

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[Re-employment clawback example 1](#)

[Re-employment clawback example 2](#)

[Further considerations on re-employment](#)

Selection criteria

There are several selection criteria that local panels will consider for each application. These are:

Reducing compulsory redundancies

- Does approval of the application acknowledge a genuine redundancy situation considering:
 - work has already ceased or is known to be ceasing
 - duplication and overlap of roles across grades and functions
 - there may be a need for fewer senior managers

Minimising the disruption to business continuity

- Will supporting the application result in the loss of knowledge, skills, corporate knowledge and experience that can't be mitigated?
- Will supporting the application allow us to retain adequate skill mix to allow a service to continue to be provided?
- Will supporting the application require redistribution of any of the applicant's critical workload and can this be facilitated?
- Will supporting the application have a negative impact on any related services and departments within the organisation?

Assessing prioritisation

If an application meets eligibility and selection criteria, the local panel will complete the following prioritisation assessment. Prioritisation will be used to rank applications for approval if the scheme is oversubscribed nationally, or within a specific team or function.

Prioritisation criteria

Payback period

What is the applicant's payback period when considering their cost of redundancy compared to their cost of employment?

Retention

Does the applicant have any specific knowledge, skills, experience or organisational knowledge that the organisation would benefit from retaining?

Continuous service date and reckonable service

- Continuous service with recognised NHS organisations is used to confirm your eligibility to a redundancy payment.
- To qualify for an NHS voluntary redundancy payment, you must have a minimum of 104 weeks or 2 years of continuous service by 1 December 2025 with one or more NHS employers listed in the [service recognition guidance on The hub](#).
- Reckonable service is continuous full-time or part-time employment with NHS England or any previous NHS employer where there has not been a break of 12 months or more – this is shown as CSD 12 months in ESR.
- Only full years of reckonable service can be counted when calculating redundancy pay. This may differ for those colleagues who have retained access to legacy terms and conditions of employment (for example, Civil Service)
- None of these count as reckonable service:
 - NHS employment that has been taken into account for a previous redundancy payment
 - loss of office payment (for example, as a non-executive director of an NHS organisation)
 - where you have previously claimed NHS pension benefits
- If you have taken partial retirement and received pension benefits, any employment period used to calculate the benefits will be counted but only paid at the statutory redundancy rate. The years' service following the date of when your pension was drawn up to your termination date will be paid at the enhanced contractual redundancy rate in section 16 of the [Agenda for Change NHS Terms and Conditions of Service Handbook](#). Also read [NHS redundancy arrangements | NHS Employers FAQ 28](#)
- In the unusual event where a colleague has retired and returned and did not have a break of at least 7 calendar days (from a Sunday to the following Saturday), the same rules apply. For example, you will receive statutory redundancy calculated for the years you have received your NHS Pension benefit and enhanced contractual redundancy if you qualify with newly accrued years since returning. Read [NHS redundancy arrangements | NHS Employers FAQ 27](#)
- Any past MARS severance payments will be offset against any subsequent voluntary redundancy payment.
- If you have previously transferred to NHS England from other organisations your continuity of service is preserved.
- It is your responsibility to check your dates are accurate in ESR. If they are incorrect, it could slow down the process and/or impact your predicted settlement. [Read more about continuous service dates and reckonable service](#).

Factors affecting payments

Financial aspects of your redundancy package

- High Cost Area Supplement (HCAS) or London Weighting is included in redundancy calculations, along with your basic pay and other regular earnings that make up your gross salary. One-off payments like overtime are not included.
- Any past MARS severance payments will be offset against any subsequent voluntary redundancy payment.
- Redundancy pay does not attract student loan deductions.
- Any outstanding salary sacrifices will be deducted from your final salary including purchased annual leave, gym membership and childcare vouchers, home tech equipment etc.
- Any learning and development should be considered at your own discretion as our standard clawback policy applies if you take voluntary redundancy.

Parental leave and benefits

- If you accept voluntary redundancy while eligible for statutory maternity, paternity, adoption or shared parental pay, you will receive a lump sum payment covering any remaining statutory pay entitlements for periods after your employment end date.
- If you're on maternity leave and take voluntary redundancy, you won't need to repay your Occupational Maternity Pay despite not returning to work for the required 3 months, as this scheme follows the same exemption rules as compulsory redundancy.
- On accepting voluntary redundancy, you would no longer be eligible for any remaining occupational maternity, paternity, adoption or shared parental pay that would have covered periods after your leave date.

Additional factors affecting voluntary redundancy payments

Important timing and leave considerations

- Colleagues should take all outstanding annual leave before leaving the organisation. Only in exceptional circumstances will payments be made for unused annual leave. Any annual leave taken over and above your entitlement by your leaving date will be deducted from your final salary, as would any other monies owed to NHS England, such as overpayments.
- If your application for voluntary redundancy is accepted, your notice period may be shorter than your standard contractual or statutory notice period entitlement. Notice periods vary by grade and statutory entitlement. Our scheme does not have

Department of Health and Social Care and HM Treasury approval for payments in lieu of notice (PILON). This means the time between approval and your employment ending may be shorter than your normal entitlement and is known as Post Employment Notice Pay (PENP), which is subject to tax and national insurance. [Read more about PENP on The hub](#). [Read more about PENP on The hub](#).

- Your formal notice period for redundancy purposes officially begins on the date your approval outcome email is issued.

Special circumstances and considerations

- You will be responsible for any outstanding lease termination costs in respect of your lease car agreement. You must contact the lease car organisation and arrange for the lease to be terminated, the car returned and for payment of any outstanding termination costs. NHS Fleet Solutions' email address is enquiries@nhsfleetsolutions.co.uk.
- If you have taken partial retirement and received pension benefits, any employment period used to calculate those benefits will be counted but only paid at the statutory redundancy rate. The years' service after your pension draw down date and up to termination date will be paid as enhanced contractual redundancy, set out in section 16 in the Agenda for Change [NHS Terms and Conditions of Service Handbook](#). Also read [NHS redundancy arrangements | NHS Employers FAQ 28](#).

Pensions

- Choosing to take voluntary redundancy can impact pension arrangements. You should consider taking independent, qualified financial and pension advice before making any decisions that may affect your pension and you must meet the cost of this advice yourself.
- Circle (the trading name for our Pension Support Service) is running duplicate NHS pension sessions on Thursday 27 November at 2pm to 3pm and Tuesday 2 December at 10am to 11am – [Book your place on Slot Bookings](#). You can also view pension session recordings from [24 June](#) and [3 July](#) and [read the accompanying factsheet](#).
- If you are a member of the NHS Pension Scheme, visit the NHS Business Services Authority [Member Hub](#) for general information and access to pension webinars for colleagues with membership in the 1995/2008 and 2015 NHS pension schemes
- Please **do not** contact NHS Business Services Authority, your pensions officer or payroll to request a pension statement. Our People and OD team will do this on your

behalf if you are eligible and your application for voluntary redundancy is accepted, and it will be provided as part of the process.

- The People and OD team will also request pension statements for colleagues on non-NHS pension schemes, such as the Civil Service Pension.
- Pension estimates will only be requested for employees who qualify to access pension options, including colleagues with Special Class Status, as part of their redundancy package. Once we receive them, we will share the options available with you at a later stage of the voluntary redundancy process.
- Colleagues who have pension options will be required to consider their pension choices and confirm their decision before leaving the organisation. Termination dates will be agreed to take account of any pension estimate delays.
- Your Total Reward Statements are available in Electronic Staff Record (ESR). The most recent statements were made available in August 2025 providing estimates for the year ending March 2025, covering 1995/2008 and 2015 Pensions schemes.
- You can calculate your personal state pension age by using this calculator: www.gov.uk/calculate-state-pension.
- [Find further information about the NHS Pension Scheme, and whether you are eligible to receive your pension, on the NHS Business Services Authority website.](#) Members can access a [factsheet](#) which contains information on redundancy and answers many commonly asked questions. If you are in the Civil Service Pension Scheme, take a look at the advice on the [Civil Service Pension Portal](#).
- The Money Helper website has [information on pensions and retirement](#) including [information about redundancy](#).

Appealing a decision

- If an application is not approved, you will be notified by email and provided with information on how to appeal the decision.
- If you want to appeal the decision, you will have 10 working days to do this once you have received the outcome using the appeal form. A link to the form will be included in your outcome email.
- The appeal form has a 250-word limit and is the only way you can appeal. Include all the relevant information you want to be considered by the voluntary redundancy appeal panel as they will review this alongside your original application when making their final decision.

- The voluntary redundancy appeal panel will have different members to the original voluntary redundancy panel. The panel will determine whether the original recommendation to decline the application was a fair and reasonable decision.
- This voluntary redundancy appeal process will involve a desk-top review of the selection criteria score and the basis of the original decision.
- The outcome of a voluntary redundancy appeal panel is final.
- Voluntary redundancy approval decisions made by NHS England are subject to oversight by the Department of Health and Social Care and any changes they make to these approvals are final and cannot be appealed.

Settlement agreements

- Your settlement agreement is a legally binding contract that formally ends employment by setting out the financial compensation you will receive in exchange for leaving our organisation.
- Please note that your settlement agreement is based on the terms of the voluntary redundancy scheme. Therefore, the compensation sum and the terms of the settlement agreement are non-negotiable.
- If you believe that your settlement agreement is incorrect, email ContactHRandOD@england.nhs.uk
- Financial estimates are based on your salary at an anticipated leave date. However, final calculations may change based on your final leaving date and other factors, for example, an additional complete year of service.
- You will need to obtain legal advice before signing the settlement agreement. NHS England will contribute up to a maximum of £500 plus VAT towards the cost of this legal advice. Details about this will be included in your settlement agreement letter.
- If you are a member of a trade union contact them directly as you may be entitled to legal advice directly through them.

How to accept your settlement agreement

- You will be given a unique voluntary redundancy ID number to accept your voluntary redundancy offer. This number starts VR25 and is followed by a series

of numbers and is located directly below your email address on your outcome email.

- You will need to sign and return a legally binding settlement agreement to accept voluntary redundancy. Once this agreement is signed, neither you nor the organisation can change the decision.
- You will be able to upload your signed copy of your settlement agreement online using a link in your notification email.
- As part of your agreement, you will need to confirm that you have not secured another job in the NHS, [government department or arm's length body](#) at the time of leaving. [See Annex 1 of the NHS Terms and Conditions for the full list of NHS employers.](#)
- You will be asked to confirm if you're currently in receipt of an NHS pension. If you do receive an NHS pension payment it may impact your reckonable service dates used to calculate any future eligibility or entitlement to redundancy payments.

If you want to withdraw

- If you wish to withdraw once you've received, but not signed, your settlement agreement, you should follow the withdrawal process set out in your offer letter. Once the settlement agreement has been returned and signed by both parties (you and NHS England), you cannot withdraw your application.

Understanding re-employment rules and clawback

- If you leave NHS England under voluntary redundancy, rules apply to re-employment in the NHS, [government departments or arm's length bodies](#). See [Annex 1 of the NHS Terms and Conditions](#) for the full list of NHS employers.
- If you rejoined any of the organisations in the links above within 1 month, you would be required to pay back your severance payment in full.
- After 1 month, clawback periods will depend on the amount of voluntary redundancy pay you receive and/or your terms and conditions. The table below sets out these arrangements:

Terms and conditions	Voluntary redundancy pay	Clawback period
Executive Senior Manager (ESM) / Very Senior Manager (VSM)	Any	12 months
Agenda for Change, Consultant Contract or any other group	Less than £100,000	6 months
Agenda for Change, Consultant Contract or any other group	More than £100,000	12 months

Further considerations on re-employment

- Clawback provisions apply to direct employment with NHS employers, arm's length bodies and government departments within the relevant timeframes.
- If you work for the NHS in a non-executive, voluntary or unpaid capacity after you take voluntary redundancy you will not be subject to the clawback rules.
- If you already hold a concurrent role with another NHS organisation when taking voluntary redundancy from NHS England, clawback provisions won't apply to this existing role, as long as there are no changes to your contractual arrangement. However, if you increase your hours or days, or make any other contractual changes in that concurrent role during the clawback period, this would be considered new employment and trigger the clawback provisions as specified in your settlement agreement. The repayment would be calculated according to the sliding scale detailed in that agreement.
- Employees who leave on voluntary redundancy and are re-employed with an NHS employer (see [Annex 1 of NHS Terms and Conditions for full list of employers](#)), a [government department or an arm's length body](#), who in the future are in a redundancy situation, cannot count the service used to calculate the voluntary redundancy payment towards future calculations. It is your responsibility to inform any future employers listed in [Annex 1 of NHS Terms and Conditions](#) or [government departments or arm's length body](#) that you have received a voluntary redundancy payment. Please be aware that any over payment following a redundancy settlement will be recovered and may be treated as fraud if you fail to declare it.
- Using your voluntary redundancy payment to enhance your pension does not exempt you from clawback provisions. If you return to NHS employment, an arm's length body or a government department during the clawback period, you will still be required to repay a proportion of your redundancy payment value, even if you've used some or all of it to capitalise your pension.

Re-employment – clawback worked examples

The clawback examples below are for illustrative purposes only (relevant to employees returning to fulfil work for any of the specified organisations at [Annex 1 of NHS Terms and Conditions of Service Handbook | NHS Employers](#)) or a [government department or an arm's length body](#).

Where an employee has left under the terms of the VR scheme then returns to work for organisations which are specified in the VR scheme within 6 or 12 months (as appropriate) and before the expiry date of the period for which they have been compensated (as measured in equivalent months/part-months' salary), then an employee would be required to repay any un-expired element of their compensation. This would be reduced to take account of any appointment to a lower grade and reflect net salary. The settlement agreement should specify the requirement to repay monies in such circumstances and may provide for a period of repayment.

If you work for the NHS or any of the specified organisations in a non-executive, voluntary or unpaid capacity after you take voluntary redundancy you will not be subject to the clawback rules.

Example 1 – re-employment into same salary with a 6-month clawback period AfC under £100,000

- An employee left under VR on a basic salary of £60,000 per annum gross.
- They had 12 years reckonable service, therefore, qualify for a payment of 12 months basic salary, which gave them a gross total compensation payment of £60,000 (£5,000 x 12).
- The employee took a job within 6 months at the same salary of £5,000 per month (£60,000 per annum) with an organisation which was covered by Annex 1, therefore they are subject to the following clawback:
 - total clawback period is 6 months – they have had 3 months not working which leaves a 3 month unexpired compensation period
 - the unexpired compensation period of 3 months = £30,000 gross (£60,000/6x3). This is half the gross compensation figure that they received
 - to work out the gross to net calculation that needs to be claw backed:
 - £30,000 gross clawback figure would result in an amount of £12,350.25 tax to be deducted from the £30,000 resulting in a total of £17,649.75 net clawback figure being requested from the ex-employee*

*All Net clawback figures are for illustrative purposes only and have been calculated using HMRC's PAYE Tax Calculator on GOV.UK. As per HMRC rules regarding payments made after leaving employment, tax code 0T Month 1 has been used.

Please also note that for a move into a higher salary role – the calculation would be the same as above.

Example 2 – re-employment into same salary 12-month clawback period ESM/AfC over £100,000

- An employee left under VR on a basic salary of £100,000 per annum gross (capped at £80,000 for the purpose of the VR calculation).
- They had 24 years reckonable service, therefore qualify for a payment of 24 months basic salary, which gave them a gross total compensation payment of £160,000 (£6,666.67 x 24).
- The employee took a job after 6 months at the same salary with an organisation which was covered by Annex 1, therefore they are subject to the following clawback:
 - total clawback period is 12 months (as over £100,000 payment) – they have had 6 months not working which leaves 6 months unexpired compensation period
 - the unexpired compensation period of 6 months = £80,000 gross (£160,000/12x6). This is half the gross compensation figure they received
 - to work out the gross to net calculation that needs to be claw backed:
 - £80,000 gross clawback figure would result in an amount of £34,850.25 tax to be deducted from the £80,000 resulting in a total of £45,149.75 net clawback figure being requested from the ex-employee*

*All Net clawback figures are for illustrative purposes only and have been calculated using HMRC's PAYE Tax Calculator on GOV.UK. As per HMRC rules regarding payments made after leaving employment, tax code 0T Month 1 has been used.

Please also note that for a move into a higher salary role – the calculation would be the same as above.

Example 3 – ESM Terms and Conditions clawback is 12 months regardless of level of compensation payment

- An EMS employee left under VR on a basic salary of £120,000 per annum gross (capped at £80,000 for purpose of the VR calculation).
- They had 6 years of reckonable service, therefore qualify for a payment of 6 months basic salary, which gives them a total gross payment of £40,000 (£6,666.67 x 6) and they would be subject to clawback of 12 months.
- The employee took a job after 6 months at the same salary with a government department which resulted in them being subject to the following clawback:
 - total clawback period is 12 months (ESM Terms & Conditions) – they have had 6 months not working which leaves 6 months unexpired compensation period
 - the unexpired compensation period of 6 months = £20,000 gross (£40,000/12x6). This is half the gross compensation figure they received
 - to work out the gross to net calculation that needs to be claw backed:

- £20,000 gross clawback figure would result in an amount of £7,850.25 tax to be deducted from the £20,000 resulting in a total of £12,149.75 net clawback figure being requested from the ex-employee*

*All Net clawback figures are for illustrative purposes only and have been calculated using HMRC's PAYE Tax Calculator on GOV.UK. As per HMRC rules regarding payments made after leaving employment, tax code 0T Month 1 has been used.

Please also note that for a move into a higher salary role – the calculation would be the same as above.