



Expressions of interest for voluntary redundancy

Guidance and information

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Please note if you are viewing this document on our website, and not the intranet or Collaboration Zone, you will be able to find all documents on [our dedicate webpage for Voluntary Redundancy](#).

Overview

Expressions of interest for Voluntary Redundancy open on Thursday 19 June 2025 and close at 11.59pm on Sunday 13 July 2025.

To express an interest, colleagues must have a minimum 104 weeks (24 months) continuous service on 28 July 2025. [Read more about the eligibility criteria.](#)

Participation is entirely voluntary, and colleagues will need to consider their individual circumstances carefully before submitting an expression of interest.

[Complete the form](#) to register your expression of interest.

Please remember our comprehensive range of wellbeing resources, including mental health support services and the Employee Assistance Programme, are available if you need them. Links to each CSU Health and Wellbeing page are on the Voluntary Redundancy information section on the [Collaboration Zone](#).

Making sure the scheme is fair and equitable

We have measures in place to make sure that no colleagues receive less favourable treatment when submitting an expression of interest 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 and this will be available shortly.

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 submit an expression of interest.

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 down. Colleagues cannot volunteer for compulsory redundancy.

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.

However, there are several terms attached to the voluntary redundancy scheme including:

- Re-employment rules with an NHS employer, government department or an arm's length body. [Guidance on re-employment is available on the Collaboration Zone](#).
- 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](#).

Eligibility criteria

To register your interest, you must:

- Have a minimum of 104 weeks continuous service (24 months) by 28 July 2025. Continuous service is defined as NHS service without a break in employment of one 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 expressions of interest open on 19 June 2025
- Not have been identified as transferring out (TUPE) of the organisation to another employer nor be in receipt of Recruitment Retention Premia (RRP)
- Not be subject to our performance, capability or disciplinary procedures. Colleagues can submit an expression of interest, but a decision may be deferred until the relevant process has concluded

You can also submit an expression of interest 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 email the [Collaborative HR 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
- Work in a job share arrangement – you will need to submit an expression of interest individually.

Expressions of interest, which become formal applications, will be considered on their own merits. The CSU reserves the right to determine which applications will be approved, and even if you meet the criteria your application may not be approved.

Things to consider

If you submit an expression of interest in voluntary redundancy, and an application is subsequently accepted, 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 submitting an expression of interest.

Access your Total Reward Statement in ESR to view your annual benefit statement for both the 1995 and 2015 NHS pension schemes.

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.

Please do not contact NHS Business Services Authority directly for a pension estimate – we will request pension estimates on your behalf if your expression of interest becomes approved. We will also request pension estimates directly for colleagues on other pension schemes, such as the Civil Service Pension.

You can withdraw your voluntary redundancy expression of interest at any time up to the point of signing and returning the settlement agreement. If you want to withdraw before the expressions of interest closing date on Sunday 13 July, please email the [Collaborative HR team](#).

Making an expression of interest

Before submitting an expression of interest, you must:

- Read and understand the guidance – if you need any help understanding it, please speak to your line manager or email the [Collaborative HR 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. 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. You can read guidance on [how to view your Continuous Service Dates via ESR Employee Self Service](#). You can also [watch this video to understand continuous service dates](#). If your continuous service dates are incorrect, please email the [Collaborative HR team](#).

You may want to have a conversation with your line manager if you intend to submit an expression of interest – although they can't advise you on your decision. If you are not able to have a discussion with your line manager email the [Collaborative HR team](#).

[Complete and submit the online form to express your interest](#). There is also an accessible Word version of the form available for colleagues to use. Please contact email the [Collaborative HR team](#).

You will receive an email asking you to confirm your understanding that your information will be processed according to the [General Data Protection Regulation and Data Protection Act 2018](#).

Next steps

Once your expression of interest has been submitted, you will receive an acknowledgement of the submission. We will be in touch about next steps once we have received further information from NHS England.

Expressions of interest, which become formal applications, will be considered on their own merits. The CSU reserves the right to determine which applications will be approved, and even if you meet the criteria your application may not be approved.

Colleagues who submit an expression of interest are unlikely to receive an outcome before the autumn. You and your line manager will receive an email to let you know the outcome.

Timeline

Expressions of interest for voluntary redundancy open on Thursday 19 June 2025 and close at 11.59pm on Sunday 13 July 2025. A business case will be submitted to NHS England and an outcome is expected to be received late Sept.

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](#).

Employees receive one 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.

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 – 2025/26 pay scales are on the [NHS Employers website](#).

If you are on Agenda for Change terms and conditions, you can use the [online Voluntary Redundancy Calculator](#) which is on the [Collaboration Zone](#) to calculate your estimated voluntary redundancy payment. The calculator does not take the impact of salary sacrifice agreements into account. Simply download a copy of the calculator before inputting your information.

[You can read the guidance on the tax payable on redundancy payments on the Government website.](#)

If you are on different terms and conditions, email the [Collaborative HR team](#) for your voluntary redundancy payment rate.

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 and HM Treasury. 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.

Your questions

If after reading all the information you have a question about voluntary redundancy and your personal circumstances, email the [Collaborative HR team](#).

Line manager responsibilities

Line managers have an important role in supporting colleagues, including those who are currently out of the business.

If colleagues in your team want to talk to you about voluntary redundancy, please make time for them. Informal conversations should be confidential, and you must stay impartial. Your role is not to advise colleagues on whether they should submit an expression of interest.

Please check colleagues have read and understood the guidance and are aware of the financial and lifestyle implications that voluntary redundancy may have.

To hear more about the process, your role in it and to ask questions, please join the line managers session on Monday 23 June at 11.30am to 12 midday. Information and a link to join are on the [Collaboration Zone](#).

Familiarise yourself with our health and wellbeing support packages, including your CSU Employee Assistance Programme (EAP). EAP has support specifically available to line managers, so please make use of it if you would find it helpful. Links to the individual CSUs health and wellbeing pages are available on the [Collaboration Zone](#).

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. Contact details can be found on your CSU intranet.

Trade unions

Trade unions make a vital contribution to representing the interests of colleagues and our organisation.

You can find out more about our recognised trade unions and your local contacts by clicking the links to the appropriate pages listed below:

- [AGEM](#)
- [ML](#)

- [NECS](#)
- [SCW](#)

Internal resources

All resources, links to health and wellbeing support, and information on support sessions are available on our [Collaboration Zone](#).

External resources

- [NHS Pensions](#)
- [NHS Employers website](#)
- [Agenda for Change NHS Terms and Conditions of Service Handbook](#)
- [NHS Business Services Authority Member Hub](#)
- [Government information on benefits](#)
- [Citizens Advice Bureau](#)
- [Help with finding tailored independent financial advice](#)
- The Money Helper website has [information on pensions and retirement](#) including [information about redundancy](#)