



Perth & Kinross Council

MyView Leavers Form – Leaver Reasons

When processing a leaver in MyView, there are numerous narrative codes available to select as the reason for leaving. It is important that the correct code is chosen, as this not only ensures the appropriate pension paperwork is triggered, but also contributes to the accuracy of workforce data. Reliable information about why employees leave the organisation supports effective workforce planning, helping to identify trends, address potential issues, and inform future strategies.

The list below outlines the current leaver reason codes to be used when completing this process.

Narrative Code	Long Description	Additional Information
BCP	Career Prospects	
BTC	Terms & Conditions	
CLP	Leaving Profession	
DEATH	Death in Service	
DISCAP	Dismissal – Capability	
DISGR	Dismissal – Gross Misconduct	NB no Pay In Lieu of Notice processed on termination
DISILL	Dismissal – Ill Health	
DISMIS	Dismissal – Misconduct	
DISRET	Dismissal – Retiral	
EFTC	End of Fixed Term Contract	Payroll record will be terminated and should employee work on a supply/casual basis a new payroll number will be issued.

MRL	Relocation	
PTC	Permanent Contract	
REDCOM	Redundancy – Compulsory	
REDVOL	Redundancy – Voluntary	
RESG	Resignation	
RETAGE	Retiral – Age	TEACHERS PAYROLL ONLY
RETARP	Retiral – Actuarial Reduced Pension	TEACHERS PAYROLL ONLY
RETEAR	Retirement – Early	NOT TO BE USED FOR TEACHERS. LGPS members under age 60 accessing pension
RETILL	Retirement – Ill Health	
RETNORM	Retiral – Normal	NOT TO BE USED FOR TEACHERS. LGPS members age 60 or over accessing pension
RTS	Return to Studying	
SEM	Self Employment	
TOEAS	Transfer to another Educational Authority Scotland	TEACHERS PAYROLL ONLY
TSS	Transfer to new Single Status Post	TEACHERS PAYROLL ONLY
TUPE	TUPE Transfer	
VSSRET	VSS Retiral	NOT TO BE USED FOR TEACHERS
VSSSEV	VSS Severance	NOT TO BE USED FOR TEACHERS
WLB	Work/Life Balance	