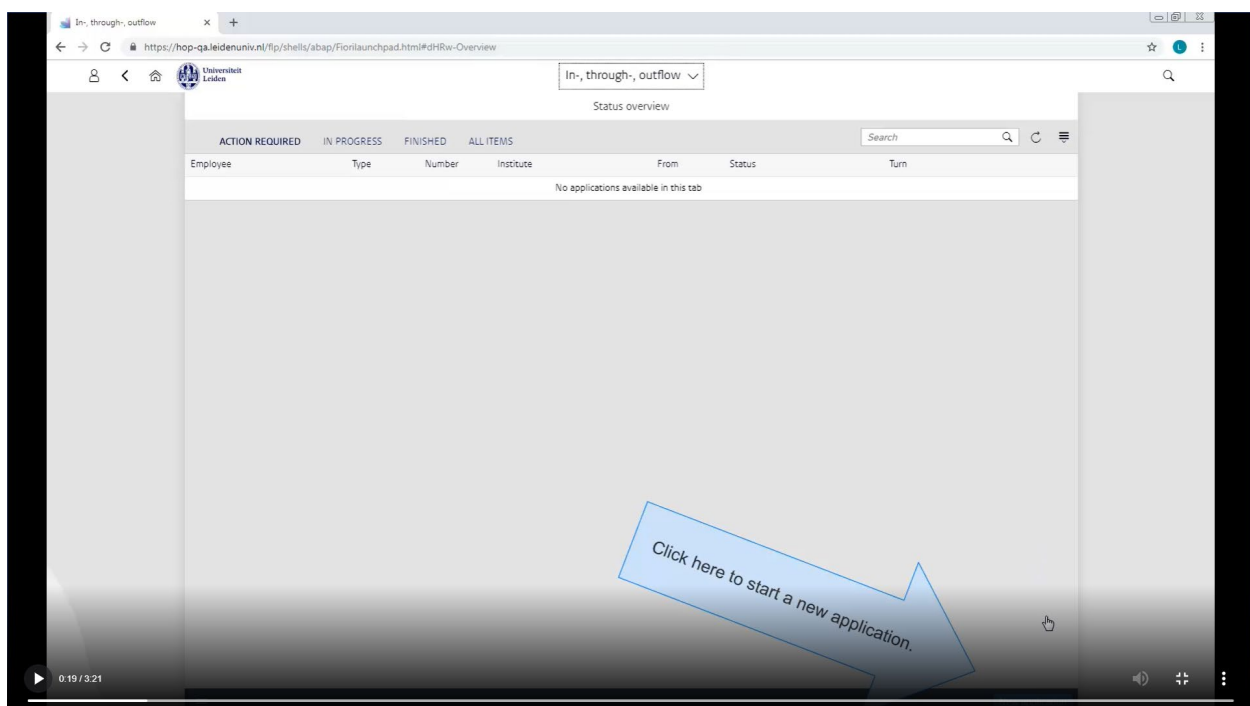
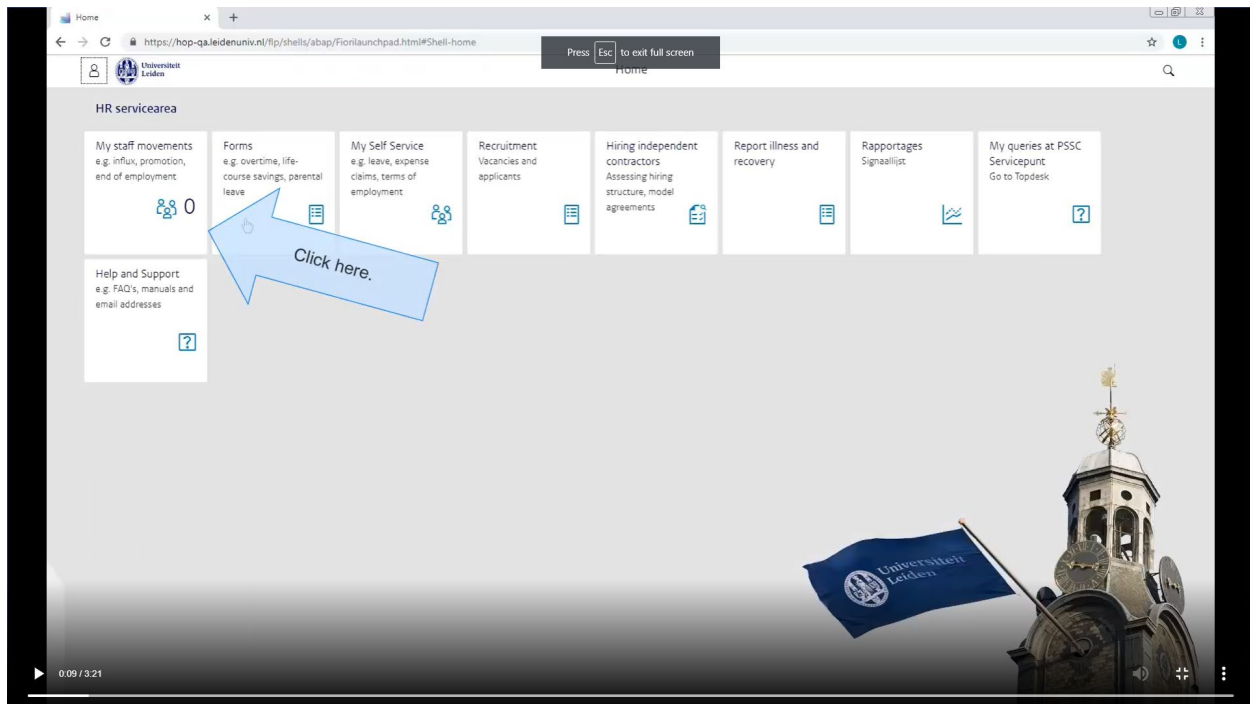


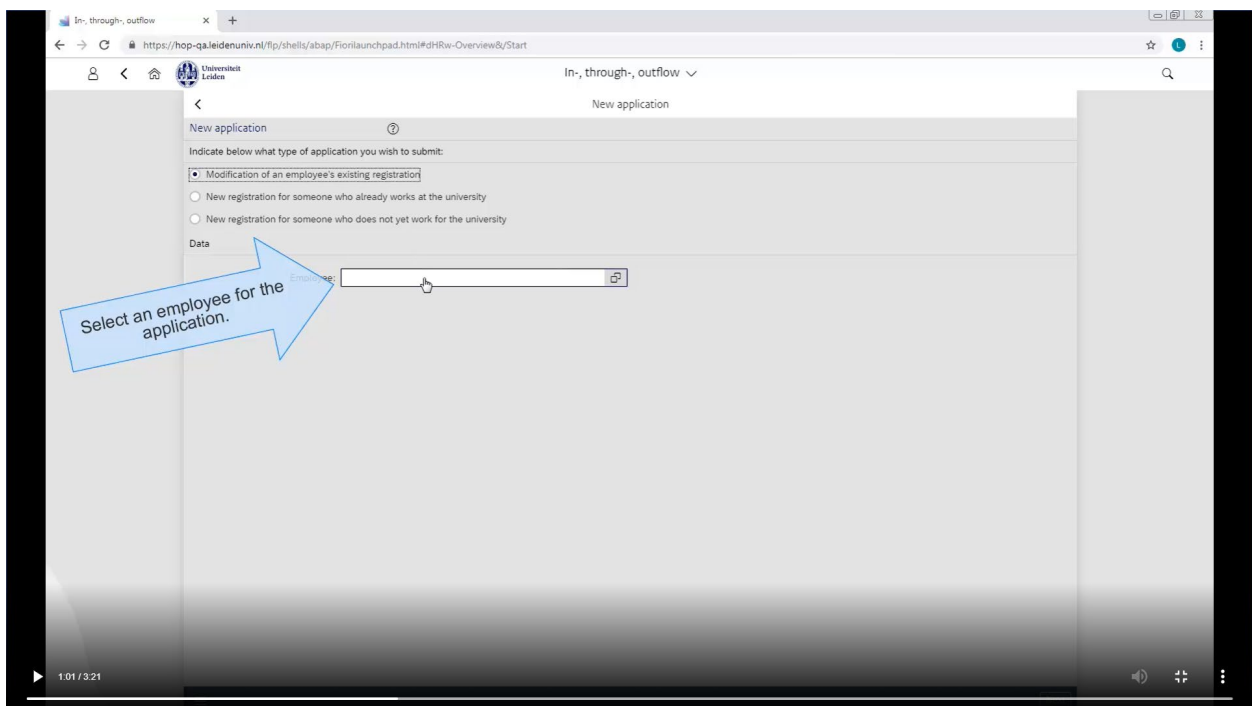
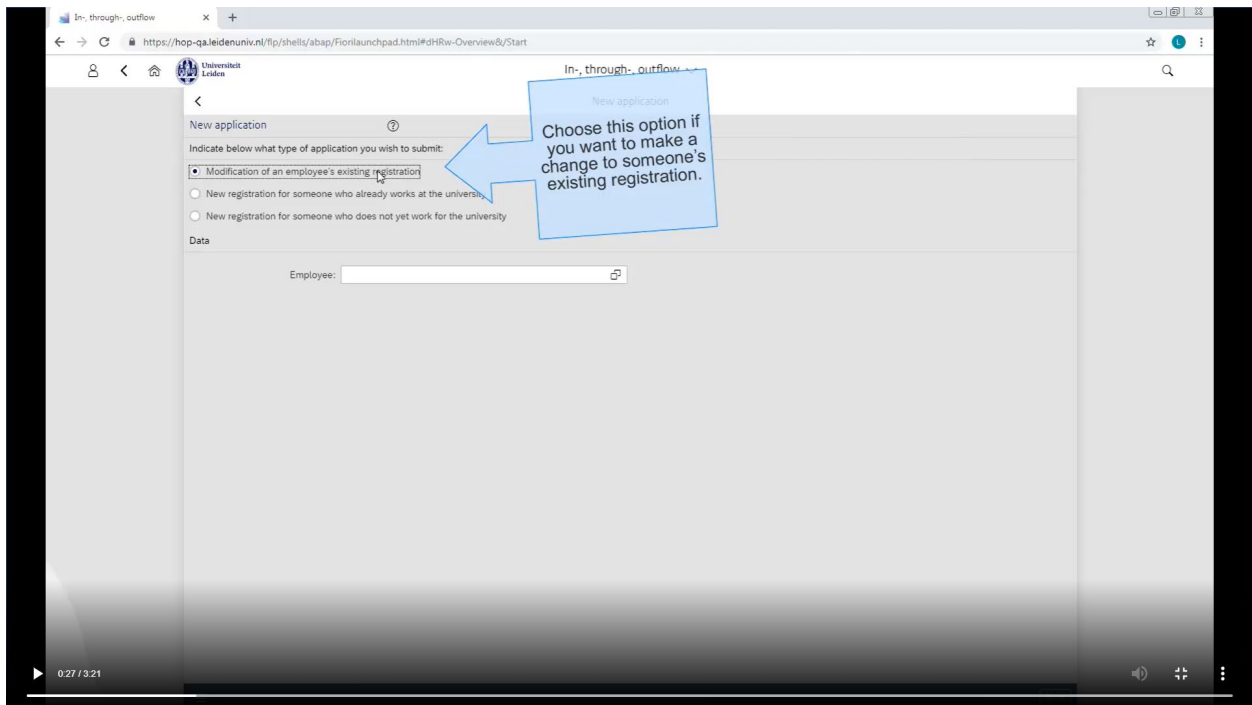
How can you Submit a voluntary resignation request?

Please note that you should first discuss the request with your supervisor, before you submit the request in the portal.

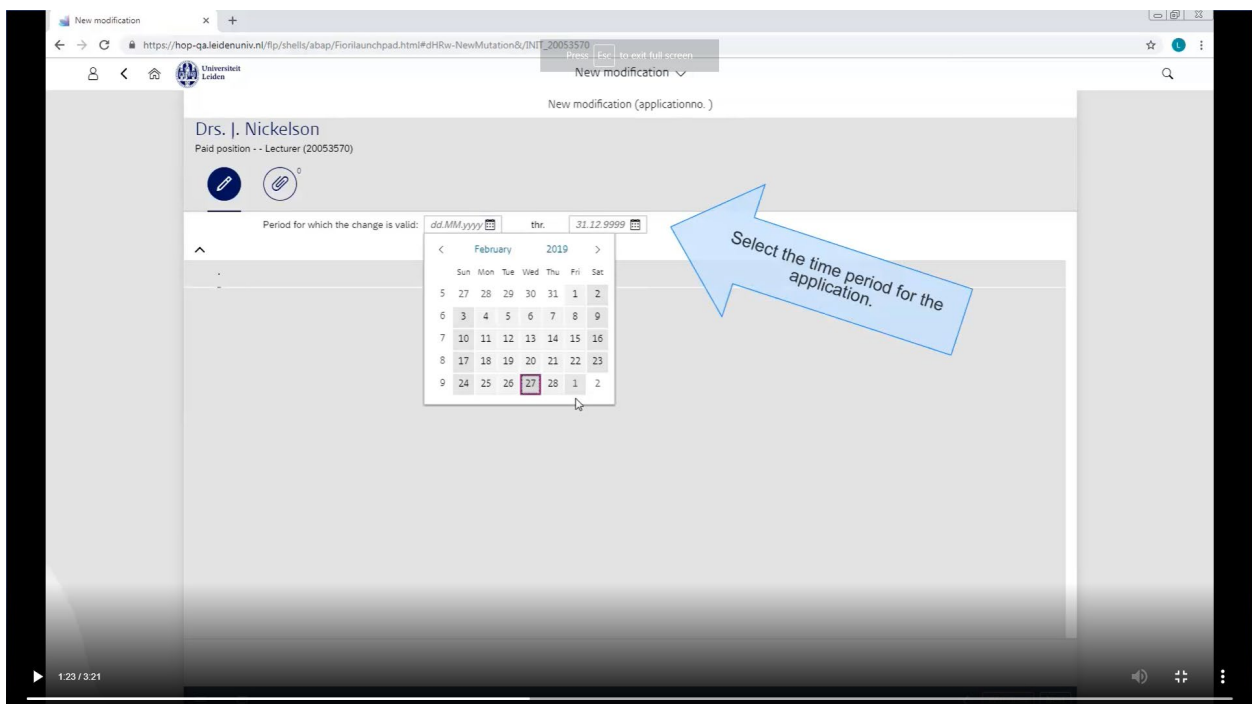
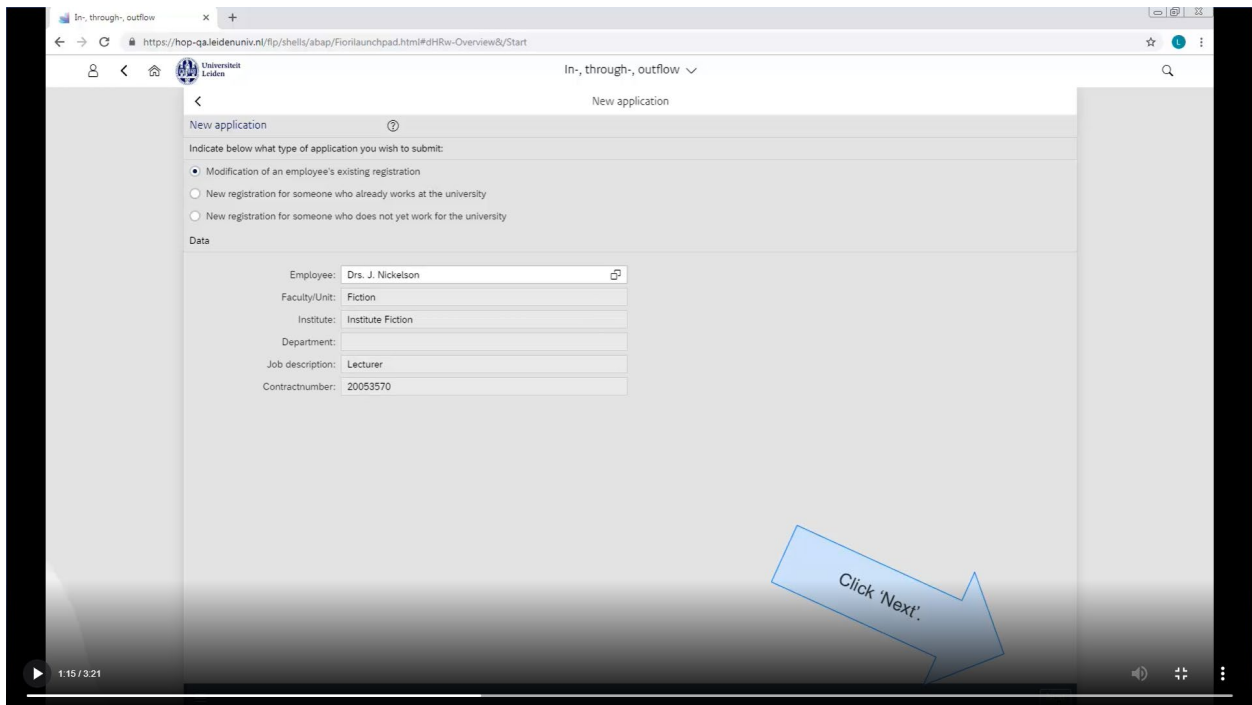
<https://serviceplein.universiteitleiden.nl>

Login with your ULCN account



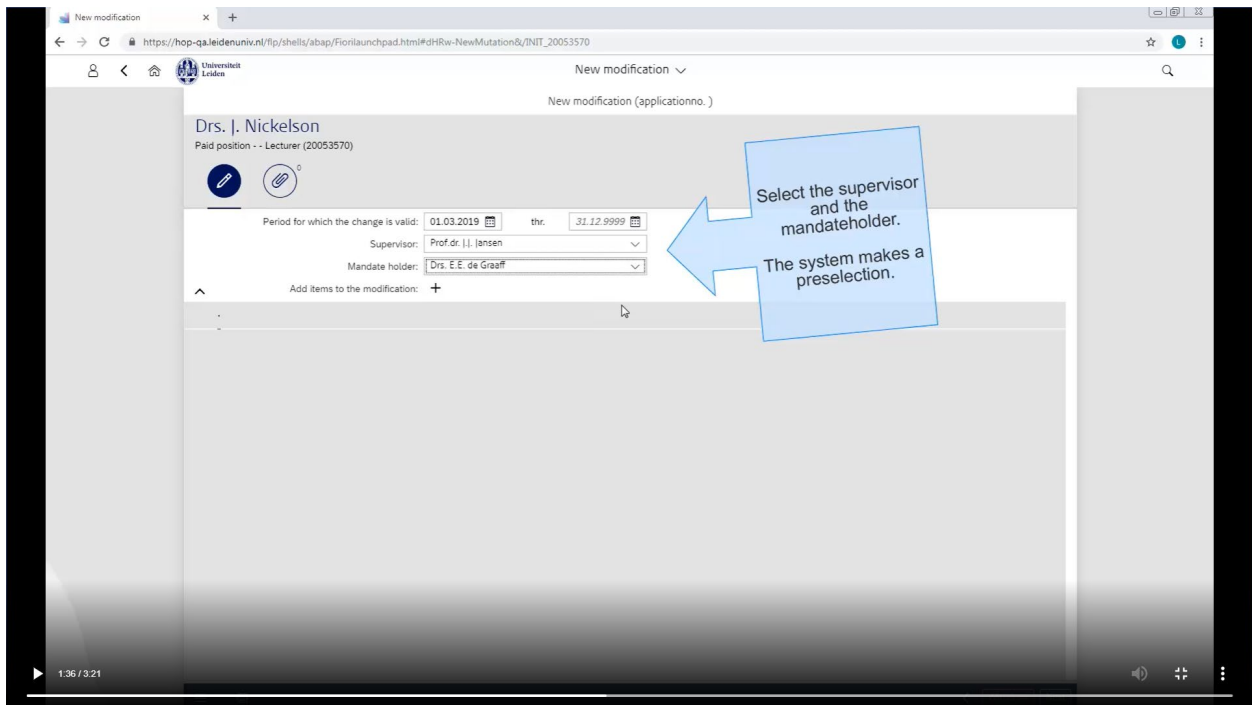


Select yourself

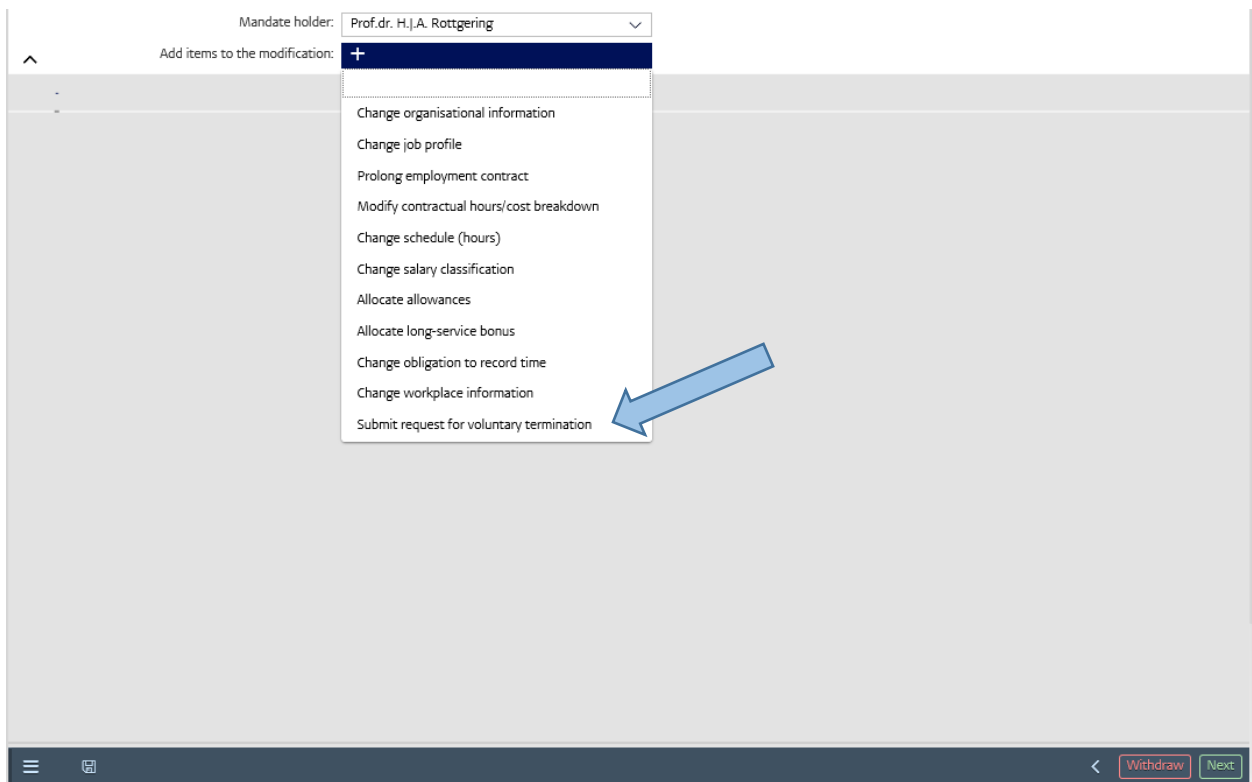


Select the time period for the application: For this request you need to complete the date of your desired voluntary resignation. Please select the date of the day after your last official contract date.

If you want your contract to end on 31.12.2020, the start date for the change to select in the portal is 01.01.2021.



Select your supervisor and mandate holder (mandate holder is Huub Röttgering)



Add items to modification. To submit a request to end your contract, please select: Voluntary resignation.

The screenshot shows a web form for 'Voluntary termination'. At the top, there are two circular icons: a pencil and a paperclip. Below them, the form fields are as follows:

- Period for which the change is valid: 01.01.2021 (with a calendar icon) thr. 31.12.9999 (with a calendar icon)
- Supervisor: Prof.dr. H.J.A. Rottgering (with a dropdown arrow)
- Mandate holder: Prof.dr. H.J.A. Rottgering (with a dropdown arrow)
- Add items to the modification: + (with a plus icon)

The main section is titled 'Voluntary termination' and contains:

- From: 01.01.2021 (with a calendar icon)
- Reason for discharge: A large empty text box.

At the bottom right of the form, there are two buttons: 'Withdraw' and 'Next'. The 'Next' button is highlighted in red.

Please indicate the reason for discharge.

At the right corner on the bottom of the page you should click "Next" to submit the form.

If you have specific questions, please contact the PSSC:

<https://www.staff.universiteitleiden.nl/human-resources/help-support-and-complains/contact/pssc-service-point/>

tel: +31-71-527 6200

pssc-servicepunt@bb.leidenuniv.nl