

Settlement Agreement Checklist

Every item to review with your solicitor before signing

Money

- ☐ Compensation amount (ex gratia)
- ☐ Notice pay / payment in lieu of notice (PILON)
- ☐ Accrued but untaken holiday pay
- ☐ Contractual and discretionary bonuses
- ☐ Commission owed at termination
- ☐ Share options, RSUs and LTIP treatment
- ☐ Employer pension contributions during notice
- ☐ Employer contribution to your legal fees

Tax

- ☐ First £30,000 ex gratia treatment confirmed
- ☐ PENP calculation reviewed
- ☐ Notice / holiday / bonus taxed as normal pay
- ☐ Pension contributions paid gross where possible

Non-financial terms

- ☐ Agreed reference wording (attached as schedule)
- ☐ Internal and external announcement wording
- ☐ Confidentiality — mutual, with agreed carve-outs
- ☐ Restrictive covenants — scope, length, geography
- ☐ Gardening leave arrangements
- ☐ Return of company property and equipment

Timing and process

- ☐ Agreed termination date
- ☐ Payment date(s) confirmed in writing
- ☐ Existing tribunal or ACAS deadlines protected
- ☐ Independent legal advice received and certified