**SEPARATION CHECKLIST**

(To be facilitated by managers)

**Instructions:**

This form is to be completed by the Manager as soon as notice has been turned in and sent with written notice and completed EANF.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_

Noticed Turned in: Last Scheduled Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

✓ Task Completed N/A = Not Applicable

**DEPARTMENTAL ISSUES TO ADDRESS:**

 Obtain employee’s letter of resignation (Signed and dated by the employee)

 Obtain any confidential and all work-related materials/information

 Have employee schedule an exit interview with HR (it will be scheduled on last day worked and last 30 minutes)

 Request the employee to remove all personal property from office/ workspace prior to departure

 In the event of death, the supervisor is responsible for making contact with employee’s family to retrieve personal belongings

 Collect any site specific keys and any items issued at the site from the employee and sign Property Return Form (Forward form to HR)

 Send signed EANF to Associate Director/Program Director for review and signature

