

## 8.28.2 Employee Departure Checklist

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Departure Date: \_\_\_\_\_

| Reponsible      | Notification  | Completed | N/A |
|-----------------|---|-----------|-----|
| Supervisor      | Letter of resignation received, and put onto employees file   |           |     |
|                 | Exit Questionnaire completed and reviewed   |           |     |
|                 | Ensure employee has provided an updated address for any future correspondence (eg Payment Summary for current financial year) |           |     |
|                 | Determine if replacement required   |           |     |
|                 | Final timesheet and outstanding money balance (eg leave) forwarded to Operations for processing                               |           |     |
| <u>Employee</u> | Provide Letter of Resignation   |           |     |
|                 | Outstanding work Completed  |           |     |
|                 | Exit Questionnaire  |           |     |
|                 | Final Timesheet submitted   |           |     |
|                 | <u>Currumbin Kids Club Property Returned:</u>   |           |     |
|                 | <input type="checkbox"/> Uniform shirts x _____ (check against issue record)  |           |     |
|                 | <input type="checkbox"/> Staff Name Badge:  |           |     |
|                 | <input type="checkbox"/> Keys – including building, office, desk, filing cabinet keys (check against issue record)            |           |     |
|                 | <input type="checkbox"/> IT equipment e.g. laptop, mobile, wireless device, walkie talkie                                     |           |     |

|                  |            |       |
|------------------|------------|-------|
| Employee Name    | Signature: | Date: |
| Supervisor Name: | Signature: | Date  |

**Please note:**

This form must be completed and placed on the employees personal file. **Final termination payment may be withheld until all items listed above have been notified and/or completed.**

| DATE DEVELOPED | DATE RATIFIED | DATE REVIEWED | DATE RATIFIED |
|----------------|---------------|---------------|---------------|
| August 2018    | August 2018   | 23.06.2021    | October 2024  |
|                |               | 10.05.2024    | 17.06.2024    |