

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
		March 2026	March 2026