



Departing Employee Checklist

Employee's Name	Position	Date of Last Day

Employee Tasks: To be completed, signed, and dated by your Leader before you depart on your last day.

Item	Task	Date	Leader signature
1	Curriculum/faculty resources to be returned/lodged with Head of Faculty.		
2	Copy of mark book/assessment documentation.		
3	All OG documents to be saved in the respective network drive.		
4	All OG documents to be saved on OneDrive.		
5	Handover of documents and instructions to the person replacing.		
6	Laptop and other IT accessories returned to IT.		
7	Photocopy card returned to IT (only if you are leaving permanently).		
8	FOB returned to IT.		
9	All library resources returned, including textbooks lodged with Head of Library.		
10	Keys/ID card/lanyard returned to Human Resources (only if you are leaving permanently). Keys returned to Human Resources if going on leave.		
11	Clear desk and workstation – to be verified by your leader.		
12	Ensure your contact details are up to date and your leave form has been completed and approved. Failing to do so may delay your final payment.		
13	Remove all personal files stored on the school computer and network.		
14	Setup 'out of office' (only for staff on LSL, ML, AL).		



Human Resources Tasks:

Item	Task	Date & Signature
1	Name tag and lanyard returned and given to Marketing.	
2	Key given to Bursar.	
3	Collect any other Business Property (including tools).	

Staff member:.....

Date:.....

Email address:.....

Human Resources:.....

Date:.....

Note: Tasks not completed may result in pay being withheld.

Copy given to Payroll:.....

Date:
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