**Appendix 2**

**Leavers Checklist**

**Section A**

Please ensure that ALL of the following criteria listed within Section A have been completed prior to the employees last working day. Managers should tick each box to confirm that this has been completed.

|  |  |
| --- | --- |
|  | Please Tick |
| 1 | Leaving employee has provided resignation in writing |  |
| 2 | Leavers form completed by line manager and sent to HR Services |  |
| 3 | Letter of acknowledgement from HR Services and Exit Questionnaire received by leaving employee |  |
| 4 | Exit Questionnaire completed\* |  |
| 5 | Exit Interview completed\* |  |
| 6 | Recalculation of leaving employee’s annual leave entitlement |  |
| \*If neither the Exit Questionnaire nor Exit Interview has been completed, please provide the reason why below.  |
|  |
|  |

**Section B**

All items should be given back in person to the line manager. Return of items should be recorded on the form below and the completed and signed form returned to HR Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Returned To** | **Signature of Receiver** | **Date** |
| Trust ID Badge |  |  |  |
| Uniform |  |  |  |
| Other Name Badges / Photo ID  |  |  |  |
| Car Parking Permits |  |  |  |
| Keys |  |  |  |
| Security Access Swipe Cards |  |  |  |
| Laptop |  |  |  |
| Mobile Phone / Blackberry |  |  |  |
| VPN Token |  |  |  |

Please state below if any additional Trust property has been returned by the leaving employee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Returned To** | **Signature of Receiver** | **Date** |
|  |  |  |  |
|  |  |  |  |

**Section C** Please sign and return to HR Services.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Leaving Employee:** |  |  |  |
| **Line Manager:** |  |  |  |