



## APPENDIX M Employee Exit Checklist for Supervisors to Use

Employee Name:	Position/Dept
Supervisor:	Last Day of Work:

### Notifications

- Updated Leave records sent to Finance (for final pay)
- Written notice or resignation sent to HR and Payroll (via email)
- Notify [ITsupport@sipeknekatik.ca](mailto:ITsupport@sipeknekatik.ca) to disable all computer excess
- Determine who to receive emails/calls until position is filled.
- Notify other key contacts of employee's last day
- Other as determined by supervisor (e.g. cake celebration, card, etc.)
- Notify [Communications@sipeknekatik.ca](mailto:Communications@sipeknekatik.ca) to update website

### Applicable items to gather from Departing Employee

- Keys, security access card, etc.
- Computer equipment (e.g. laptops)
- Cell Phone
- Obtain any records/pertinent information from employee.
- Other as determined by Supervisor): \_\_\_\_\_

### Office Clean up

- Ensure employee's workspace is cleared out and organized.
- Arrange for janitorial services to wash/clean workspace.