Leavers Form and Checklist

This form is to be completed by Line Manager within one week of receiving an employee's letter of resignation or termination of employment.

SECTION 1 – Employee Details			
First Name		Surname	
Business Area		Job Title	

SECTION 2 – Leaving Date		
Date Notified of Leaving Triaster	Official leave date	Last day of Service
The 'Official leave date' is the date the employee's employment officially comes to an end, the 'Last day of service' is the last day the employee will be working, these dates may differ due to annual leave being taken.		

SECTION 3 – Annual Leave/Lieu of Notice		
Annual Leave Accrued to be paid	Excess Annual Leave to be deducted	Payment in lieu of Notice
When calculating the leave date, you must consider any annual leave overtaken or remaining.		

SECTION 4 – Other Instructions (e.g. Pay in Lieu of Notice "PILON", reclaim of overpayment for annual leave, non-returner after maternity leave)

SECTION 5 - Return of any property, removal of systems access, notification of leaver			
Item	**Date**	**Item**	**Date**
Inform IT to remove access to systems from outside the office disabled		Inform IT to disable access to Triaster email and remove from distribution lists	
As Elite to modify folder permissions (X:/Drive)		Password vault updated	
IMS updated (remove user/admin)		Support system updated	
LMS updated (remove user)		CRM Updated	
Managing Director aware employee is leaving		Team communication meeting or email sent to notify of employee's departure	
Hardware or Triaster Property returned		Remove employee from Rotaready/My Time (if applicable)	
Remove employee from ATC (if applicable)		Remove employee from Ring Central (if applicable)	
Arrange exit interview with HR		Arrange leaving gift/card	
Line Manager & Employee to map out handover		Remove employee from telephone lists	
Inform HR		Inform Finance Manager (payroll, pension, HMRC, P45)	

Staff leaving employment must return company property and have all access to company systems and all accounts, telephone and email deactivated.

Files and folders or email accounts may be transferred to the line manager. Access codes and passwords for accounts not closed should be changed. Ensure that leavers contact details are removed from published information.

Line Manager's Signature	Date
Line Manager's Name (PRINT)	