

**Workplace Leavers Checklist**

This is a checklist that includes key tasks to be completed upon a staff member leaving the CCG.

The checklist is in place to aid Employees and Line managers.

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| **EMPLOYEE INFORMATION** |
| **Name** |       |
| **Team**  |       |
| **Position**  |       |
| **Leave Date** |       |

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| **REGISTER OF PROPERTY RETURNED BY EMPLOYEE - Tick When Completed**  | **RETURN / INFORM** |
| ID Badge  | [ ]  | Corporate Affairs Manager  |
| Laptop (including charger) Laptop Bag IPad (including charger)Memory StickVPN Token Other Computer and Accessories | [ ]  | IT Team (*log a request with the service desk to collect the items for CCG stocks)* |
| Car Parking Permit  | [ ]  | Corporate Affairs Manager |
| Keys (to buildings, office, car park, drawers, filing cabinets etc)  | [ ]  | Line Manager / Relevant Others  |
| Mobile Phone (including charger and any passcodes)  | [ ]  | Finance Manager |
| Smart Card  | [ ]  | Line Manager via RA Team  |

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| **REMOVING OF ACCESS BY MANAGER - Tick When Completed**  | **LED BY / INFORM**  |
| Distribution ListsFor Wilberforce Court List via reception  | [ ]  | Line Manager  |
| Shared mailboxes  | [ ]  | Line Manager via IT |
| Y Drive | [ ]  | Line Manager / via IT |
| Mark account as a leaver on IT Portal  | [ ]  | Line Manager  |
| Datix (incidents and risk) | [ ]  | Line Manager inform Incidents Team and Corporate Affairs Manager |

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| **HR / FINANCE ELEMENTS - Tick When Completed** 2 | **LED BY / INFORM** |
| Notification of Leaver on ESR | [ ]  | Line Manager |
| Exit interview held and exit questionnaire issued | [ ]  | Line Manager |
| Salary Sacrifice to cancel? | [ ]  | Employee / Line Manager / Inform Finance |
| Training Expenses to recover? | [ ]  | Employee / Line Manager / Inform Finance |
| Relocation Expenses to recover? | [ ]  | Employee / Line Manager / Inform Finance |

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| **OTHER ITEMS - Tick When Completed**  | **LED BY / INFORM**  |
| Removal from Signing In Book  | [ ]  | Line Manager / Inform Reception Team |
| Put an out of office on the email account with the appropriate alternative contact details  | [ ]  | Employee / Line Manager  |
| Clearing of desk / drawer contents  | [ ]  | Employee / Line Manager |
| Organisational Structure Updated  | [ ]  | Line Manager Inform Corporate Affairs Manager |
| Telephone List Updated  | [ ]  | Line Manager / Inform Reception Team |
| Removal from any Organisational WhatsApp Group  | [ ]  | Line Manager |
| Removal from CCG Facebook Page | [ ]  | Employee / Line Manager |
| Advise removal from Staff Photo Board  | [ ]  | Line ManagerInform Reception Team  |

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| **KEY INFORMATION AND LOCATION**  |
| Policies | CCG Website <http://www.hullccg.nhs.uk/corporate-policies> |
| HR Forms | Y:\HULLCCG\Corporate Templates and Forms\Forms and Templates\HR Forms Including Annual Leave and Sickness |
| Corporate Templates and Forms | [Y:\HULLCCG\Corporate Templates and Forms\Forms and Templates](file:///Y%3A%5CHULLCCG%5CCorporate%20Templates%20and%20Forms%5CForms%20and%20Templates) |
| IT | Email <https://resolveit.embedhealth.co.uk/EMBED/login.do> Tel: 0345 140 8000 |

Upon completion a copy of this form should be forwarded to the PA to the Director of Quality and Clinical Governance/Executive Nurse for the employees personnel file.