

## Separation Checklist for Supervisors

### Before Meeting:

- \_\_\_\_\_ Determine last day (what notice is required?)
- \_\_\_\_\_ Determine tasks that need to be completed, instructions documented, etc. before the employee's last day (provide structure for remaining time)
- \_\_\_\_\_ Contact HR to determine any special circumstances and get guidance on separation letter
  - Will there be severance offered?
  - Will the employee be asked to leave immediately?
- \_\_\_\_\_ Draft separation letter
- \_\_\_\_\_ Send letter draft to HR for review
- \_\_\_\_\_ Set up meeting time with HR and employee
  - Do not ask the employee to contact HR
  - Provide as much notice to HR as possible (for a 60 day notice, the employee should ideally meet with HR 6 weeks before final day)
  - The meeting will take approximately an hour
  - Marian will review benefits and outprocessing and will conduct an exit interview
- \_\_\_\_\_ Prepare final separation letter

### Meeting:

- \_\_\_\_\_ Discuss reason for separation
- \_\_\_\_\_ Discuss last day
  - Note that pay will continue through last day even if tasks are completed earlier or a new job is found. The employee should still provide at least a 2 week notice if leaving earlier.
- \_\_\_\_\_ Discuss unemployment eligibility
- \_\_\_\_\_ Benefits will continue through last day of month in which final day occurs
- \_\_\_\_\_ Let them know the time and date of meeting with HR
- \_\_\_\_\_ Give them the separation letter
- \_\_\_\_\_ Contact HR to discuss any outstanding issues, concerns, etc.

### Human Resources responsibilities:

- \_\_\_\_\_ Coordinate benefit termination (Marian)
- \_\_\_\_\_ Coordinate other outprocessing tasks (key return, etc)
- \_\_\_\_\_ Conduct exit interview