**Leaver Checklist**

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| --- | --- |
| **Surname:** |  |
| **Forename:** |  |
| **Division/Directorate:** |  |
| **Occupational Group:** |  |
| **Job Title:** |  |
| **Agreed Leave Date:** |  |

*Exit Interviews must be completed by the individual. They will receive a link to an exit interview questionnaire from ESR which must be completed before their leave date.*

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| --- | --- |
| **Departments to be Informed** | |
| Operational HR  *(Please ensure a leavers form is submitted to HNF-TR.Assignmentchanges@nhs.net)* |  |
| IT |  |
| Finance (in case of funding) |  |
| Recruitment (if replacement is required) |  |
| **Employee Responsibilities** | |
| Handover notes |  |
| Documentation returned |  |
| Funding reclaiming sorted with Finance |  |
| **Property to be Returned** | |
| Uniform |  |
| Laptop |  |
| Phone |  |
| Smartcard |  |
| ID Badge |  |
| Working from home equipment |  |
| Car Parking Pass |  |
| Door Swipe Pass |  |
| Keys |  |
| Prescription Pad |  |
| One Drive Access |  |

***Please note, if the employee wishes to return under the ‘Retire and Return’ process they will need to complete the relevant documentation otherwise they will be removed as an employee on ESR.***