



Diocese of Santa Rosa - Employee Separation Checklist

Employee
Name: _____

Date: _____



<input type="checkbox"/>	Approved plan and approach from Diocesan attorney
<input type="checkbox"/>	Termination form/letter (including brief reason(s), rehire eligible, etc.) OR
<input type="checkbox"/>	Resignation letter signed, dated, with last day of work recorded
<input type="checkbox"/>	Final timesheet, completed expense reports, vacation reconciliation
<input type="checkbox"/>	Final paycheck
<input type="checkbox"/>	Submit a Lay Employee Action Form (LEAF)
<input type="checkbox"/>	Provide information regarding confidentiality, ongoing benefits (ie. Cobra, Pension, etc.),
<input type="checkbox"/>	Return ID badge/keys
<input type="checkbox"/>	Return company materials/equipment (laptops, cell phone, flash drives, binders, etc.)
<input type="checkbox"/>	Change alarm codes/passwords
<input type="checkbox"/>	Remove access to accounts (accounting, databases, social media, etc.)
<input type="checkbox"/>	Cancel company credit card
<input type="checkbox"/>	Inform appropriate parties of separation (staff, vendors, parents, parish, etc.)
<input type="checkbox"/>	Employee recommendation letter if applicable
<input type="checkbox"/>	Complete and give to employee the Termination of Benefits Information Sheet