HIRE WELL BY CAREER CALLING

Exit checklist

A checklist for when an employee resigns or their employment ends, so final pay, records and access are handled properly.

Important. Final pay rules come from the National Employment Standards and the award or agreement. Check Fair Work's final pay page, and get advice if employment is ending because of performance, conduct or redundancy.

Notice

[ ] Resignation or termination confirmed in writing, with the last day of work

[ ] Notice period checked against the contract, award or agreement and the National Employment Standards

[ ] Handover plan agreed for their work

Final pay

[ ] Outstanding wages and any amounts owed for the notice period

[ ] Unused annual leave paid out, including leave loading where it applies (Fair Work: sick and carer's leave is not paid out)

[ ] Any payment in lieu of notice, redundancy pay or long service leave that applies

[ ] Super paid on final earnings where it applies

[ ] Final pay slip given, and final pay made by the date required

[ ] Payroll updated so the person is finalised

Property and access

[ ] Keys, cards, equipment, uniform and documents returned

[ ] Computer, email and system access removed on the last day

[ ] Shared passwords changed

[ ] Their personal belongings returned

Records and goodbye

[ ] Employment records kept as the law requires

[ ] Exit conversation offered: what worked, what could be better

[ ] Team and customers told who will look after their work

[ ] A thank you and a proper farewell