

# Leavers Checklist

For your reference:

Employee:	
Job Title:	
Leaving Date:	

<b>Human Resources</b> <i>All below items to be sent to HR.Admin@lse.ac.uk</i>		✓/X
Complete <a href="#">leaver form</a>		
Complete <a href="#">annual leave calculator</a>		
Copy of employee resignation email/letter		
<b>Security/Access</b>		
Return ID badge to the Central Badging Office		
Return any keys/equipment to DDCI		
If employee requires IT access post-leaving date, please click <a href="#">here</a> .		
<b>Department, Division, Institute, Centre</b>		
Organise handover and delegate outstanding tasks		
Make a list of operational contacts who need to be notified and inform them of any changes to processes		
Remind employee of the exit interview – link included in their notification letter from HR		

As a line manager, it is your responsibility to ensure all LSE resources and data are accounted for. A full list of roles and responsibilities can be found [here](#).