



Separating from the College: Employee Planning Checklist

Holy Cross hopes that an employee's employment with the College will be a mutually rewarding experience; however, the College acknowledges that varying circumstances can cause employees to resign from their employment. ***This checklist is designed to help you understand the steps to take when you are separating from the College. Please consult the College's employee handbook for policy details***

Summary of Steps: 1 – Review Employee Checklist

2 – Schedule a Meeting with Your Manager

3 – Send Your Letter/Written Notice of Resignation to Your Manager

4 – Complete Action Items Noted Below

PREPARING FOR YOUR DEPARTURE

- Prepare a letter of resignation and make sure you include the date of your last working day. You should not request to use any available accrued paid time off prior to your last day of employment.
- Schedule time to meet with your manager to submit your resignation letter and discuss a transition plan.
- Confirm that all of your time for the current pay period is in your timecard and all previous time off has been recorded so your accruals are correct and up to date.
- Important Reminders:**
 - You should not request to use any available accrued paid time off prior to your last day of employment.
 - Any remaining vacation time will be paid out to you in your last paycheck.

MEETING WITH YOUR MANAGER

- During your meeting with your manager you will collaborate on a transition plan that may include:
 - What work needs to be done before you go?
 - Do you need to meet with anyone who will be assisting with this transition?
 - Review any documentation, procedures and location of files.
 - Provide access to all work-related electronic information to your manager/department including passwords. Work with your manager to determine if any work-related electronic information should be transferred to a department shared drive.
 - Your manager will prepare a form that will be sent to HR to be reviewed and processed. HR will notify ITS, Finance, DPS, and other critical campus partners of your separation.

ON OR BEFORE YOUR FINAL DAY OF WORK

- Return all College property including, but not limited to, any records, uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards.
- You may be contacted to participate in an exit survey and interview to provide the College with greater insight into the reasons you are leaving to help us identify any opportunities for improvement. Your cooperation in the exit interview process is appreciated.
- If applicable, please confirm with your manager the cancellation of memberships and submit any outstanding expense reports.
- You will receive an email from HR that contains the documents below for your review. Please retain them so you can reference them after your departure from the College.
 - Benefits Transition Notice
 - Email/Network Access Information
 - Massachusetts- How to File a Claim for Unemployment Insurance Benefits

AFTER YOUR DEPARTURE

- Please remember to contact the College's Finance Department if your address changes to receive any future correspondence including tax information.
- You will receive a confirmation statement regarding the status of your employee benefits in the mail.
- Remember to consult the information HR emailed to you that contains details regarding Benefits Transition and Massachusetts- How to File a Claim for Unemployment Insurance Benefits Guide. If you have any benefit related questions, now or after you leave please call 508-793-3391 or email the Benefits team at HRbenefits@holycross.edu.