INSTRUCTIONS FOR EXIT/CLEARANCE PROCEDURE

Purpose: All keys, identification cards, uniforms and other Health Science Center property and materials must be returned on or before the final day of employment. Equipment must be returned no later than the day before you clear. Failure to properly obtain clearance will necessitate the withholding of the final paycheck.

Employing department:

1. The employing department must initiate the “Exit/Clearance Form: upon termination, retirement, leave of absence, or transfer of an employee. (Section I).

2. The employing department completes the employee identification section of the top of the form. (Section I).

3. The employing department shall take full responsibility for the balances given for vacation, sick leave, and personal leave. Incorrect vacation balances may result in overpayment of vacation lump sum payments. (The Department of Human Resources reserves the right to question any zero balances.) (Section I).

4. The employing department shall take full responsibility for all clearance areas that do not apply to a departing employee. The supervisor may enter “N/A” (Not applicable and sign his/her initial on the right-hand column. (Section II).

5. The employing department retains pink copy. (Section II).

Departing employee:

1. The departing employee is required to obtain authorized signatures in all clearance areas on the last day worked. This form should be completed between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. The employee is to hand-carry this form in the order of the departments listed. Student employees must also clear through their respective dean’s office. (Section II).

2. Any employee involved in research should clear through Laboratory Animal Resources, Grants Management and Institutional Review Board. (Section II).

3. The transferring employee need not proceed to Human Resources: Return all copies of form to original department representative.

4. The departing employee returns pink copy to employing department and proceeds with original and yellow copy to Human Resources. (Section II).

5. The departing employee will sign his/her name and date at the bottom of the form. The Human Resources Representative will be a witness. (Section III).

The Office of Human Resources retains original and yellow copy.