



EMPLOYEE EXIT CHECKLIST

Employee Name: _____

Date of Separation: _____

This checklist is intended to help you complete the exit process. Check each area as applicable and return to your supervisor.

Date Completed

- _____ Communicate with supervisor regarding use of accrued leave prior to departure
 - _____ Submit final timesheet and/or leave request to supervisor for approval
 - _____ Communicate with supervisor on transition of projects, files, etc.
 - _____ Return any college property, including but not limited to: Computers, laptops, flash/external drives, AV equipment, software, manuals, uniforms, cellular phones, pagers
 - _____ Pay outstanding travel advances/debts
 - _____ Repay Educational Assistance in compliance with the Educational Assistance Policy*
 - _____ Return PVCC Identification Card to Human Resources
 - _____ Return College credit/gas cards to Business Office
 - _____ Return parking hangtag to Security
 - _____ Return books or materials checked out from the Jessup Library
 - _____ Return desk/department keys to supervisor: Office/Room # _____
 - _____ Return building/room keys to the Security Office: Office/Room# _____
- Security Signature/Keys Received: _____

Forwarding Address: _____

Employee Signature

Supervisor Signature

* Employees receiving educational assistance for a degree/award or educational professional plan are required to repay the amount in full if they terminate employment at PVCC within one (1) year of completion of the course. For employees receiving a tuition waiver for a PVCC course, no repayment is required upon termination of employment.