**Leavers Checklist­**

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| **Checklist of actions** | **Date to be completed by** | **Relevant Y/N** | **Complete Y/N** |
| If this is something you offer, open a Parenting Passport for them ([see module for more](https://more.bham.ac.uk/fathersintheworkplace/creating-a-parenting-passport-scheme/)) |  |  |  |
| Explain the organisation’s policies and the employee’s rights and options (Eg: Right  to return to the same job, Flexible working, Phased Return etc) |  |  |  |
| Arrange a handover plan if appropriate – who is taking over the role whilst the employee is away? |  |  |  |
| Support the employee in telling their colleagues / clients if they have not already done so (if they request it, make a formal announcement, and confirm handover procedures) |  |  |  |
| Shared Parental Leave in Touch day – ‘SPLiT’ – plan devised alongside employee |  |  |  |
| Review employees previous performance review together – this will ensure a transparent process upon leaving and returning, reassuring employees that their pre-leave performance will be taken into account for procedures such as bonuses and promotion |  |  |  |
| Briefly explain the return process agree whether they want any contact during leave |  |  |  |
| Organise a friendly goodbye – is there a designated person to arrange a card/leaving gifts or so on? |  |  |  |