

Leavers' checklist for staff

This checklist is to remind you of the processes to be completed when you leave your job. You should use this checklist when you are leaving the UHB. It may also be useful if you are moving departments or going on secondment.

n.b. Not all items will apply to you, but those marked * must be completed by all staff.

Notice periods

Bands 1 to 6: 4 weeks
Band 7: 8 weeks
Bands 8 & 9: 12 weeks
To access your pension: 6 months

When you know you are leaving:

- Inform your manager in writing, giving the required notice period *
- Agree date of leaving, try to ensure all annual leave is used up *
- Give one months notice to stop childcare vouchers
- If you are involved in other salary sacrifice schemes find out what your obligations are (e.g. To continue repayments)
- Find out what to do if a member of a Trade Union, WHA etc.

During your last week / on your last day:

- Return ID Badge *
- Return laptop, mobile phones, keys and any other equipment
- Return uniform
- Change voicemail/answer phone message
- Return car parking permit
- Complete handover of work, ensure paperwork is returned
- Set up out of office on email system
- Remove all personal belongings*

If you are retiring:

- Book a place on the pre-retirement course (optional)
- Complete a retire and return application if you wish to access your pension but remain in work.
- Find out about the NHS Retirement Fellowship

If you are going on secondment:

- Ask IT to archive your email/personal folders for your return

Before you go... Thank you for your service to the UHB and our patients. Please tell us about your experiences by completing an Exit Questionnaire - you can obtain a copy online (<http://www.cardiffandvaleuhb.wales.nhs.uk/exit-questionnaire>), from your manager, or from HR on 02920 745700 (45700)