



Termination-Separation Checklist for BC Staff

Department of Human Resources

This checklist is an informational tool for HR liaisons/managers and should be reviewed prior to an employee (monthly, weekly, and hourly) leaving Boston College who either terminates by resignation, involuntary termination, retirement, or reaching an appointment end date, or separates from a department by transfer or by LTD/Workers Compensation. Not all tasks will apply to a given individual.



If considering an involuntary termination, contact your assigned HR Officer to discuss the details prior to notifying the employee. Ensure all documentation of performance issues/disciplinary action has been sent to HR Employment.

On or before employee's last day of employment, the HR liaison/manager should:

- ☐ Obtain an employee resignation letter, if applicable
- ☐ Inform employee of the option to schedule an exit interview with an HR Officer

Benefits

- ☐ Advise employee to contact the Benefits Office regarding benefits status post-BC
- ☐ Determine # of vacation days/hours due at termination
- ☐ Determine # of sick days due at termination for non-exempt retirees, if applicable ([more info](#))
- ☐ Ensure all time off requests for dates prior to termination have been submitted and approved, as appropriate, and any requests pre-approved beyond the last date of employment are canceled

Other

- ☐ Update employee access (door etc.)
- ☐ Collect laptop and/or other equipment
- ☐ Collect department's keys
- ☐ Collect corporate credit card/P-Card and notify departmental P-Card Administrator to cancel the card
- ☐ Remove employee's name from email distribution lists; shared drives; office phone list; website; directories
- ☐ Advise employee of need to transfer file/account ownership as appropriate for any shared files ([more info](#))
- ☐ Initiate Terminate or Transfer Employee Change Request (ECR)