



EMPLOYEE TERMINATION CHECKLIST

Each employee is required to provide the following items at the end of employment:

- Letter of resignation which specifies last date to be worked.
 - Exempt employees should provide at least four (4) weeks' notice of intended resignation in writing. Non-exempt employees are asked to provide at least two (2) weeks' notice of intended resignation in writing. The effective date of termination is the last day of actual work.
- Forwarding address (Submit to the Administrative Assistant the last week)
- Written directions on whether final check is to be mailed or picked up at the Regional Office in Monett. (Submit to the Administrative Assistant the last week)
 - Employees will receive payment for all hours worked during the last pay period of their employment.
 - Employees who have resigned, been dismissed, or have retired will be paid for unused vacation leave in the next regularly scheduled payroll period. An employee who has not worked for one full year or completed a vacation eligibility year at the time of his/her termination of employment (leaves prior to January 1st—the beginning of a new vacation year) is not eligible to receive a prorated vacation.
- Badge and lanyard (Submit to Supervisor the last day)
- Keys (Submit to the Supervisor the last day)
- Passwords (Submit to the Supervisor the last week)
- Library thumb drives (Submit to the Supervisor the last week)
- Exit Interview Form (Submit to the Library Director the last week)
- COBRA Form—full time employees only (Submit to the Library Director by the date noted on the form)
 - Employees who participate in the medical, dental, and vision plans offered by the Library will have coverage through the end of the month.
 - An employee may elect continuation of the healthcare benefits as specified under COBRA regulations. Employees that elect COBRA coverage are responsible for the cost of the full premium.
- Library equipment or property (Return to the Supervisor the last week)

Employee Signature _____ Date: _____

