Isle of Man Government
Reiltys Ellan Vannin

Task	✓ / ✗
Arrange 1-2-1 with the leaver when you receive their notice notification to acknowledge receipt and agree a last day of employment	
Wherever possible, ensure any remaining annual leave is taken before the leaver's last day of employment	
Update PiP with the agreed last day of employment date	
Inform the team first, then, as appropriate, the wider department and stakeholders.	
Prepare for and arrange a workload handover	
Offer your leaver an exit interview either with yourself, another manager or with OHR	
Prepare for and hold the exit interview (if applicable)	
Ensure information from the exit interview is stored correctly and any actions are followed up appropriately	
Arrange for the return of all property belonging to the Department/GTS, including keys and ID, as well as all electronic devices such as laptop, iPad, mobile phone, and security entrance cards (swipe), no later than the leaver's last day	
Contact Government Technology Services (GTS) and Learning, Education and Development (LEAD) to close down the leaver's accounts	
Remove access from any social media or other online accounts or change the password	
Check if any training has been completed where the leaver has signed an undertaking to repay the Department	
Check if any relocation payments have been made where there is a signed undertaking to repay the Department	
If the leaver has resigned during maternity leave or resigns within the timeframe specified within their relevant terms and conditions, upon their return from maternity leave, notify the Office of Human Resources Payroll Team regarding any possible overpayment of maternity pay	
Ensure that any Government appointee who is subject to the Official Secrets Acts 1911 and 1920 is aware that upon ceasing their appointment, they remain bound by it and are obliged under the general law of confidence not to breach the trust placed in them	
Close down any outstanding sickness absence on PiP	
Arrange card/gift/leaving do as appropriate. You may want to involve the team or ask the leaver about this.	
Review the role and, if appropriate, prepare to fill	