

TERMINATION CHECKLIST

This checklist outlines procedures and guidelines for terminating employment.

Please consult with the Human Resources Department before finalizing An involuntary termination.

- ___1. Prepare final paycheck. Employee must be paid for all earned but unused vacation.
- ___2. Final paycheck must be given to employee on final day of work under any of the following circumstances:
 - a) Employee is being laid off.
 - b) Employee has given at least 3 days (72 hours) written notice.
 - c) Employee is being involuntarily terminated.
- ___3. Final paycheck must be given to employee within 3 working days (72 hours) when employee terminates without notice or with less than 3 days (72 hours) notice.
- ___4. Schedule exit interview with employee for last day of work.
- ___5. Collect badges, keys, electronic and hard copy files, and any other Archdiocesan property, including lap tops and cell phones, from employee during or after exit interview.
- ___6. Explain continuation of coverage (COBRA). Refer employees who are retiring to the Pension Services at 1(866) 907-5472 for information about their pension.
- ___7. To terminate employee's benefits, make sure to submit a helpdesk ticket through: <https://payroll-help.la-archdiocese.org/>
The payroll department will receive and process the termination.