



LEAVERS CHECKLIST

Manager Name: _____

Employee Name: _____

PART 1 - INITIAL MANAGER ACTIONS

	Receive Resignation from Employee - this must be in writing/email
✓	Open up and start Leavers Checklist
	Respond to Resignation within 5 working days' (in writing/email)
	Forward a copy of the Resignation and response to Resourcing: recruitment@cumbriafire.gov.uk Resourcing team will update HR, SDS, OH, Finance, and Pensions
	Resourcing will respond with the Employee's notice period details
	Contact ICT to request a list of assets assigned to the employee, e.g. Laptop, Work phone, monitor Use the ICT portal or call 01228 226000
	Contact Stores to request a list of kit assigned to the employee, CFRSstores@cumbriafire.gov.uk
	Calculate outstanding Annual Leave based on notice period detail. For Green book, this can be done by the manager via the HR system. For Operational, this must be done by SDS - please contact them asap.

PART 2 - INFORMAL MEETING WITH EMPLOYEE (TO HAPPEN ASAP)

	Confirm notice period requirement
	Discuss and confirm last date of employment Last date of employment: _____
	Outstanding Annual Leave: _____ Where possible, this should be used before the last date of employment
	Wellbeing check-in, direct to CFRS Wellbeing Hub → 
	Ask employee how they would like to share the news wider

PART 3 - FEEDBACK OPTIONS

CFRS are committed to capturing data in order to measure turnover, to review our employee offer, and to make impactful change where possible. It is also important that all Leavers have an opportunity to raise issues, share best practice, and give feedback in a safe and confidential way.

There are a several options for employees to leave feedback, please share all of the below. Allow the employee some time, if needed, to consider the options.

EXIT INTERVIEWS

- This is a 1-2-1 meeting, usually in person, between the employee, a designated manager and/or member of the Resourcing team.
 - This will be done before the notice period has ended.
 - Where requested, this can be the employee's line manager.
 - The Exit Interview will be undertaken in an informal, supportive, and open way, allowing for the employee to be as honest as possible.
 - At the end of the Exit Interview, what has been captured will be shared with the employee, and they will sign it to confirm it is accurate.
 - The content of the Exit Interview will be stored and used for data purposes by the Resourcing team.
 - Where an employee raises a serious concern, HR will be contacted.
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SEPARATION QUESTIONNAIRE

- This is a self-completion form that must be completed before an employees notice period has ended.
 - The Resourcing team will email the link to the Questionnaire directly to the employee to be completed. This can be to a work email or personal one.
 - The Separation Questionnaire will ask for employee details in order to accurately respond to information provided within it.
 - The content of the Questionnaire will be stored and used for data purposes by the Resourcing team.
 - Where an employee raises a serious concern, HR will be contacted.
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ANONYMOUS LEAVER FORM

- This is a self-completion form that will be shared with the employee directly.
- The Anonymous Leaver Form does not have a time limit for completion, however employees are encouraged to complete as soon as possible.
- The Form will not ask for personal or identifying information, and instead will be focused on reasons for leaving.
- The Resourcing team will email the link to Form directly to the employee to be completed. This should be a personal one.
- The content of the Form will be stored and used for data purposes by the Resourcing team.
- If an employee raises a serious concern or safeguarding issue in the Anonymous Leaver Form, this will be shared with and reviewed by HR and addressed where possible, however this will also depend on the detail provided. If employees are aware of a serious concern, they are encouraged to share this before they leave so the service can provide support, investigation, and resolution as best as possible.

FEEDBACK NEXT STEPS

	If the Employee selects an Exit Interview, please contact the Resourcing Lead, who will liaise with the employee to organise this. If the employee would like their own line manager present, please inform Resourcing of this.
	If the Employee selects a Separation Questionnaire, please contact the Resourcing team, who send this to the employee's preferred email. Employee's preferred email: _____
	If the Employee would just like to complete an Anonymous Leavers Form, please contact the Resourcing team, who send this to the employee's preferred email. Employee's preferred email: _____



PART 4 - CONTINUED MANAGER ACTIONS

	Share with Resourcing the employee's last date of employment and what has been agreed with any outstanding Annual Leave. If the employee is going to use some annual leave in their notice period, please ensure this is requested via the correct system and approved
	Confirm with employee if they are part of a Salary Sacrifice Scheme. If so, contact Finance immediately. finance@cumbriafire.gov.uk
	The Resourcing team will update the HR systems so the employee can be processed as a leaver, adding their final date of employment and the agreement around outstanding Annual Leave
	Organise the handover of the employee's work, including them in the process and any relevant team members
	Confirm with employee the ICT assets they have assigned to them and arrange for these to be returned in person on their last working day
	Confirm with employee the fire kit they have assigned to them and arrange for these to be returned in person on their last working day
	Collect any ID and keys from the employee on their last working day. These must be handed in to Business Support.
	IMPORTANT: Make sure the employee is handed the CFRS Leaver's Pack on their last day. It's got helpful information, such as how to request a reference if needed, and also some support for those transiting into retirement. This will be sent to you from Resourcing.
	Contact ICT to arrange collection of ICT kit
	Email Stores to arrange collection or drop-off of any kit

Please now send this completed form to
Recruitment@cumbriafire.gov.uk

Can be scanned, posted, or emailed.

