



STAFF SEPERATION FORM

IMPORTANT NOTES

1. DURING THE LAST WEEK OF YOUR EMPLOYMENT, YOU MUST PERSONALLY TAKE THIS FORM TO THE APPROPRIATE OFFICES FOR SIGNING.
2. FINAL MONIES CAN NOT BE PAID UNTIL THIS FORM HAS BEEN ACCURATELY COMPLETED AND SUBMITTED TO THE PRINCIPAL.

STAFF DETAILS

Name _____ Intended Date of Seperation _____

CHECKLIST

Is there any outstanding school fees? Yes No NA
 Is there any outstanding child care fees? Yes No NA
 Is there any outstanding salary sacrifice agreements? Yes No NA

 Finance Officer
 -----/-----/-----

Outstanding books and other items returned? Yes No NA

 Librarian
 -----/-----/-----

School keys returned? Yes No NA

 Operations Manager
 -----/-----/-----

Faculty items returned? Yes No NA

 Faculty Head Teacher
 -----/-----/-----

Desk/room emptied? Yes No NA
 Stationery returned? Yes No NA

 Level Coordinator
 -----/-----/-----

Exit interview performed Yes No NA

 Principal
 -----/-----/-----

Official Departure Date -----/-----/-----

OFFICE USE ONLY

Is last salary paid? Yes No NA
 Is any seperations payments done? Yes No NA
 Any further liabilities? Yes No NA

 Payroll Officer
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CONFIRMATION BY HEAD PRINCIPAL

Process Completed on -----/-----/-----

 Head Principal