



Exit or Internal Transfer From Employment Procedure

Procedure Number
WCDHB-HR-0026

Version Nos:
6

1. Purpose

West Coast District Health Board (WCDHB) requires that all permanent full time or part-time staff with 3 months service exiting from employment undergo this Procedure to ensure that the staff receive all their entitlements, and that all WCDHB property is returned prior to the termination of the employment relationship.

2. Application

This Procedure is to be followed by all staff throughout WCDHB, excluding staff members involved in redundancy or dismissal processes.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all *staff members* are required to:

- give written notice of their resignation (as per their contractual obligations);
- return all WCDHB property when their employment with WCDHB ends.

all *Managers* are required to:

- ensure departing staff members return all WCDHB property;
- complete the Exit or Internal Transfer form and return to the Human Resource Department
- advise Payroll

the *Payroll Office* is required to:

- make arrangements for final payment of remuneration to the departing staff member.

the *Human Resource Department* is required to:

- complete a service certificate

5. Resources Required

This Procedure requires:

- i) WCDHB Staff Member Deactivation of Information Systems form
- ii) WCDHB Exit from Employment Checklist
- iii) WCDHB Exit from Employment OSH Survey Form
- iv) WCDHB Exit or Internal Transfer from Employment Form



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6. Process


- 1.00 All WCDHB staff are required to inform their Manager in writing of their intention to resign as a staff member of WCDHB, giving the required period of notice as stated within their contract or agreement. However, a shorter notice period may be negotiated and agreed to by the Manager and Employee
- 1.01 Leave (in any form) may not be used to shorten to period of notice unless approval has been given by the relevant Line Manager.
- 1.02 The Manager is to forward copies of the letter of resignation to the Human Resource Department who will ensure that all forms associated with an Exit or Internal Transfer from Employment are completed.
- 1.03 The Manager will draw up a checklist to ensure that all WCDHB property is returned by the departing staff member. This list shall include (where relevant):
- keys and/or security cards;
 - identification badge;
 - uniforms;
 - written documentation;
 - vehicles;
 - equipment.
- 1.04 Once all WCDHB property has been returned, the Manager is to forward to the Payroll Office the completed checklist and WCDHB Staff Member Security Deactivation form.
- 1.05 Upon receipt of this information the Payroll Office will make final payment of any monies owing to the departing staff member.
- 1.06 Before the staff member leaves WCDHB, they will be interviewed by the:
- (i) Occupational Safety and Health Advisor to ascertain the presence and extent if any, of work-related injuries/illnesses that the employee may have suffered during their period of employment with WCDHB; and
 - (ii) The Human Resource Coordinator to determine the reasons for the staff member's exit from employment with WCDHB, using the relevant WCDHB forms.

7. Precautions And Considerations

- ➔ Staff wishing to resign must inform their Manager in writing giving the notice period as required by their employment contract or agreement
- ➔ All WCDHB property is to be returned prior to the departure of the staff member
- ➔ No monies owed are to be paid out until the departing staff member has returned all WCDHB property to their Manager.

8. References

There are no references associated with this Procedure.

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9. Related Documents

WCDHB Staff Member Deactivation of Information Systems Form

WCDHB Exit from Employment Checklist and Authorisation for Final Pay Form

WCDHB Exit from Employment OSH Survey Form

WCDHB Exit or Internal Transfer from Employment Form

Revision History	Version:	6
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
	Date Authorised:	September 1998
	Date Last Reviewed:	June 2010
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