

The purpose of this checklist is to ensure all University policies and procedures are followed when an employee goes on leave for thirty (30) or more business days.

**Departments: Do not submit this form to HR or ITS.** This is a guide to assist you in suspending access to systems until the employee returns.

<b>Employee Last Name:</b>	<b>Employee First Name:</b>
<b>Banner ID:</b>	<b>Last Working Date:</b>
<b>Leave Date:</b>	<b>Department:</b>
<b>Est. Return Date:</b>	
<b>Job Classification:</b>	
<b>Supervisor Name/Phone No.:</b>	

<b>Department Duties</b>	
	Ensure employee submits all leave requests prior to taking leave
	Submit all Payroll Personnel Reporting Forms to HR, if Absent without Pay (AWOP), prior to leave
	Request employee provide instructions prior to leave
	Submit all applicable forms to HR for leave approval, if applicable
	Submit a <b>Termination SARF to ITS</b> for access to be removed to all systems the employee uses for their duties and responsibilities (eg, Banner HR, Student, Argos), but to maintain the employee's security groups and roles and access to their University email
	Contact Facilities to remove building access (if possible, provide a return date)
	Contact Telecom at ext. 3373 to deactivate the employee's phone access code (if possible, provide a return date)
	Prepare a SARF for reactivation upon employee's return

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_