

# Education, Training and Technical Assistance Employee Separation Checklist

Employee Name: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Supervisor/Designee	Yes	N/A	Initials
Verified all entries on NCDOL Supervisor's Separation Checklist has been completed (Checklist is located on NCDOL Intranet).			
Returned PPE assigned or it has been accounted for?*			
Cleared Equipment Sign Out Board?			
Verified all equipment on Employee's Equipment Inventory Sheet has been returned or otherwise accounted for?*			
Other:			
Other:			

***\*Anything not returned must be accounted for in the comments section below.***

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_