

## **Employee Exit List**

- \_\_\_\_\_ Letter of Resignation from employee
- \_\_\_\_\_ Letter accepting resignation from employer
- \_\_\_\_\_ Documentation for file regarding resignation/termination
- \_\_\_\_\_ Exit interview with supervisor (preferable, not mandatory)
- \_\_\_\_\_ Status Change Form
- \_\_\_\_\_ Notify employee of Life Insurance conversion (if applicable)
- \_\_\_\_\_ Terminate Benefits through MCC
- \_\_\_\_\_ Inform employee of health benefit options available
- \_\_\_\_\_ Unemployment Information – check with MCC for process
- \_\_\_\_\_ Final paycheck including any unused APL (if applicable)
- \_\_\_\_\_ Forwarding address
- \_\_\_\_\_ Computer, e-mail, and voice mail passwords to immediate supervisor
- \_\_\_\_\_ Return all property belonging to employer

**Michigan Catholic Conference benefit information can be found on the MCC website at [www.micatholic.org/benefits/](http://www.micatholic.org/benefits/)**

***This may or may not be a complete list for every parish. There may be other items or actions that will need attention depending on the policies and practices of the parish.***