

## Manager's Checklist for Separating Employees

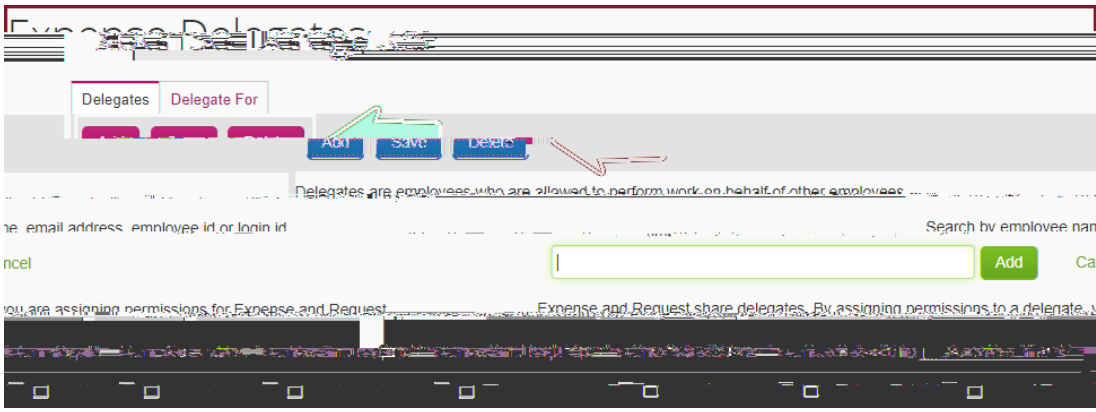
The Manager's Checklist for Separating Employees is a guide to assist managers of employees transitioning roles on campus or leaving the University of Denver. Please note that each unit may have additional requirements or protocols and individuals must inquire within their unit to ensure all requirements.

Employee Exit Survey: When a separation is processed, an automated email will be sent to the employee. The only have access to the survey while employed. Please encourage separating employees to complete the survey.



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## Important Note: