

## **SECTION 10**

### **TERMINATION**

#### **10.07 TERMINATION PROCEDURES CHECKLIST**

**AUTHORITY:** CIVIL SERVICE ACT

**ADMINISTRATION:** PEI PUBLIC SERVICE COMMISSION  
GOVERNMENT DEPARTMENTS / AGENCIES

**1. PURPOSE**

1:01 The purpose of this policy is to outline the various actions required when an employee leaves their employment.

**2. APPLICATION**

2:01 This policy applies to all employees who are responsible for, or involved, with the termination procedures for employees.

**3. POLICY**

3:01 An "Employee Exit Checklist" must be completed on all employees who terminate from government service.

**4. ATTACHMENTS**

4:01 Employee Exit Checklist for Supervisors and Human Resources can be found at the link noted below.

Supervisor

<https://psc.gpei.ca/sites/psc.gpei.ca/files/Employee%20Exit%20Checklist%20-%20Part%20A%20Supervisor.pdf>

HR

<https://psc.gpei.ca/sites/psc.gpei.ca/files/Employee%20Exit%20Checklist%20-%20Part%20B%20Human%20Resources.pdf>