

Definite Leave of Absence To Accept Term Position Checklist – Manager Checklist

Last revised: October 2021
 Last reviewed: October 2021
 Next review: October 2022

This checklist outlines the steps that a manager should apply in reviewing an employee's request for a leave of absence to work in order **to work in a term position in government.**

DEFINITE LEAVE OF ABSENCE TO ACCEPT TERM POSITION CHECKLIST										
Manager Checklist										
(FOR MANAGER WITH POSITION BEING VACATED)										
Upon learning of leave of absence, complete the following portion of the checklist:										
Notification	<ul style="list-style-type: none"> ○ Consultation with BUSINESS PARTNER. ○ Review, and if recommended, sign Leave of Absence (LOA) Request Form. ○ Forward LOA Request Form to appropriate signators. <i>Last signatory to forward form to HRSC. Copy to BUSINESS PARTNER for Personnel file.</i> ○ Notify HRSC immediately of any change in date of leave (that differs from original date on LOA Request Form). 	<input type="checkbox"/>								
Work Transition	<ul style="list-style-type: none"> ○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. ○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). ○ Develop a transition plan for employee's workload. This should include timelines and an outline of temporary job and training responsibilities. 	<input type="checkbox"/>								
Staff Planning / Replacement	<ul style="list-style-type: none"> ○ Please refer to the hire an employee page for information about the staffing process. Your Business Partner is also available for support. 	<input type="checkbox"/>								
Prior to employee's last day, complete the following:										
Timecards	<ul style="list-style-type: none"> ○ Ensure all timecards have been entered by having the Timekeeper run the Timekeeper Warning Report. If all timecards have not been entered, request employee submits additional timecards for processing. ○ If there are any future dated timecards please have Timekeeper delete them. ○ Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD). 	<input type="checkbox"/>								
Entitlements	<ul style="list-style-type: none"> ○ Advise employee that pay package will be sent to employee's home address by HRSC if eligible for any entitlement payouts. 	<input type="checkbox"/>								
Government Property	<ul style="list-style-type: none"> ○ Appropriate to leave duration, collect government property, including but not limited to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Security / Access Card</td> <td style="width: 50%;">• Calling Card(s)</td> </tr> <tr> <td>• Cell Phone / Blackberry / Pager</td> <td>• ID Card</td> </tr> <tr> <td>• Transit Pass (Regina only) / Parking Pass</td> <td>• Credit Card(s) / Purchasing Card*</td> </tr> <tr> <td>• Keys / Uniform</td> <td>• Computer / Office Equipment</td> </tr> </table> * If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser. ○ Forward Transit Pass to the HRSC. 	• Security / Access Card	• Calling Card(s)	• Cell Phone / Blackberry / Pager	• ID Card	• Transit Pass (Regina only) / Parking Pass	• Credit Card(s) / Purchasing Card*	• Keys / Uniform	• Computer / Office Equipment	<input type="checkbox"/>
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Government Systems	<ul style="list-style-type: none"> ○ Record passwords pertaining to accessing telephone messages and computer files. ○ Advise employee to record final voicemail greeting with phone number of contact person. ○ Five days prior to termination, submit a request to remove computer access including specific applications [i.e. One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, gotomypc.com, etc.), mailboxes, etc.]. ○ Send request to remove MIDAS access to your MIDAS ministry approver prior to the employee's last day of employment: <ul style="list-style-type: none"> ○ MIDAS Financials Access to your Financial/Corporate Services Branch ○ MIDAS HR/Payroll to your BUSINESS PARTNER ○ MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca ○ Provide updates as appropriate: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Distribution / Scheduling Lists (internal)</td> <td style="width: 50%;">• Email Groups (admin support)</td> </tr> <tr> <td>• Telephone Records / Government Directory (Corporate Services)</td> <td>• Signing Authorities (Financial/Corp Services)</td> </tr> <tr> <td>• Organization Charts (BUSINESS PARTNER)</td> <td></td> </tr> </table> 	• Distribution / Scheduling Lists (internal)	• Email Groups (admin support)	• Telephone Records / Government Directory (Corporate Services)	• Signing Authorities (Financial/Corp Services)	• Organization Charts (BUSINESS PARTNER)		<input type="checkbox"/>		
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Communication	<ul style="list-style-type: none"> ○ Advise employee that an extension of a LOA requires the submission of a LOA Request and Notification Form to the Manager for approval. ○ Communicate work transition plan to co-workers and any other stakeholder(s). 	<input type="checkbox"/>								