Indefinite Leave of Absence Checklist

This checklist outlines the steps that a manager should apply when an employee is requesting an indefinite leave of absence from their position

INDEFINITE LEAVE OF ABSENCE CHECKLIST
Manager Checklist

Upon learning of leave of absence, complete the following portion of the checklist:

Section	Details	☐
Notification	o Consult HR Manual regarding Discretionary vs. Mandatory leaves of absence. o If Discretionary LOA, consult with BUSINESS PARTNER. o Review, and if approved sign Leave of Absence (LOA) Request Form. o Forward LOA Request and Notification Form to your Business Partner Consultant on your Business Partner Team for approval. *Last signatory to forward LOA Request Form to HRSC.* o Notify HRSC immediately of any change in date of leave (that differs from original date on LOA Request Form).	☐
Outstanding Debts	o Check with Financial Branch to verify if there are any outstanding debts: • Accountable Advance • Education Advance • Petty Cash Advance • Relocation Expense • Travel Advance	☐
Work Transition	o Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. o Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). o Develop a transition plan for employee's workload. This should include timelines and an outline of temporary job and training responsibilities.	☐
Staff Planning / Replacement	o Please refer to the hire an employee page for information about the staffing process. Your Business Partner Consultant is also available for support.	☐

Prior to the employee's last day, complete the following:

Section	Details	☐
Timecards	o 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. o If there are any future dated timecards please have Timekeeper delete them. o Ensure any supplementary pay and/or outstanding debts (if applicable) are submitted to HRSC (e.g. TAHD).	☐
Entitlements	o Advise employee that annual entitlements will be pro-rated for the fiscal year to last day paid, then paid out if positive balance or recovered if negative balance exists. Any negative entitlement or other bank balances (e.g. time in lieu) will be processed in accordance with the Salary Overpayment and Recovery Guidelines.	☐
HRSC Employee Communication	o Advise employee to contact HRSC if their address changes. o Advise employee that they will be receiving information from the HRSC regarding Benefitoptions while on leave of absence.	☐
Record of Employment (ROE)	o Advise employee that the ROE will be sent electronically to Service Canada.	☐
Government Property	o Collect all government property, including but not limited to: • Security / Access Card • Calling Card(s) • Cell Phone / Blackberry / Pager • Credit Card(s) / Purchasing Card* • ID Card • Keys / Uniform • Transit Pass (Regina only) / Parking Pass • Computer / Office Equipment * If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser. o Forward Transit Pass to HRSC.	☐

Government Systems	o Record passwords pertaining to accessing telephone messages and computer files.
	o Advise employee to record final voicemail greeting with phone number of contact person.
	o Five days prior to termination, submit a request to remove computer access including specific applications [One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, gotomypc.com, etc.), mailbox, etc.].
	o Send request to remove MIDAS access to your MIDAS ministry approver prior to the employee's last day of employment:
	    o MIDAS Financials Access to your Financial/Corporate Services Branch
	    o MIDAS HR/Payroll to your BUSINESS PARTNER
	    o MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca
	o Provide updates as appropriate:
	• Distribution Lists (internal) • Email Groups (admin support)
	• Telephone Records / Government Directory (Corporate Services) • Signing Authorities (Financial/Corp Service)
	• Organization Charts (BUSINESS • Scheduling Lists (internal)
		☐

Communication	o Advise employee that an extension of a LOA requires the submission of a LOA Request and Notification Form to the Manager. o Communicate work transition plan to co-workers and any other stakeholder(s). o Advise employee to contact HRSC if he/she has an address change.	☐

Saskatchewan