

OHANA JAMAICA LIMITED

operating as

EduJA**Exit / Clearance Checklist**

This checklist is completed by HR/Admin in coordination with the departing employee's supervisor to ensure an orderly, complete offboarding. It should be initiated as soon as a resignation, non-renewal, or termination is confirmed, and completed by the employee's last working day.

1. Departure Details

Full Name	
Position	
Department	
Last Working Day	
Reason for Separation	☐ Resignation ☐ End of Contract ☐ Termination ☐ Other: _____
Notice Given	

2. Handover & Work in Progress

Task	Done — Date	Notes
Handover notes / documentation provided to supervisor or successor	☐ _____	
Outstanding client, parent, or student matters reassigned	☐ _____	
Pending tasks, projects, and deadlines documented	☐ _____	

3. Equipment & Access

Task	Done — Date	Notes
Company equipment returned (see Equipment Issuance & Return Acknowledgment)	☐ _____	
Access card / office keys returned	☐ _____	
Uniform / branded materials returned	☐ _____	
Company email account access revoked	☐ _____	
Portal / system accounts deactivated (student portal, admin dashboard, etc.)	☐ _____	
Access to shared drives, distribution lists, and group chats removed	☐ _____	

4. Financial & Statutory

Task	Done — Date	Notes
Final pay calculated, including accrued but unused leave (Handbook §10.4)	☐ _____	
Outstanding equipment/loan deductions confirmed with employee	☐ _____	
Certificate of employment / reference issued, if requested	☐ _____	
TRN / NIS / payroll records updated as required	☐ _____	

5. Exit Interview

Exit Interview Conducted	☐ Yes ☐ No
Conducted By	
Date	

Summary of Feedback (optional): _____

Sign-Off

This checklist confirms that all applicable clearance steps have been completed. Any outstanding items should be listed above with an owner and target date.

Employee

Signature

Printed Name

Date

Supervisor

Signature

Printed Name

Date

HR / Admin

Signature

Printed Name

Date