

Employee's Exit Management - Manager

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[Click here for the Exit Management process visual for managers](#)

Please click on the titles below to open the articles with the relevant information:

STEP ONE - MANAGING AN EMPLOYEE TERMINATION/RESIGNATION

This is your first step! Your role is crucial when someone leaves. These guidelines will help you start and organize the departure of your team members as well as explain how to launch the separation of your team member in My HR Services.

If an employee's termination falls under a Restructuring Program, it is essential to contact your Site HR Team. The Site HR Team will lead the process in collaboration with the Workforce Data Administration Team.

STEP TWO - PREPARE THE OFFBOARDING OF EMPLOYEE OR EXTERNAL WORKER

The IT Offboarding will be automatically generated 5 days business days before the last working day and for the contingent worker the offboarding will be generated 5 business days after the end of assignment date (please ensure the change of the assignment date on this [request](#) if you need to anticipate the departure of the External Worker).

If you change the end of assignment date/termination date to a past date, please submit an [Onboarding question ticket](#) for IT Onboarding/Offboarding team.

Example (current day = #DD-MM-YYYY# 05/05/2024 and you change to 05/04/2024)

- How to monitor the IT Offboarding process for employee
 - How to monitor the IT Offboarding process for External Worker
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MOBILITY / GARDEN LEAVE IN MY HR SERVICES

Here you will find information on Mobility/Garden Leave, a type of Leave of Absence, and what you must do as a Leader.

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