

**EMPLOYEE BELONGINGS EXIT PROTOCOL – LAKEHEAD UNIVERSITY****EMPLOYEE ID NUMBER:****EMPLOYEE NAME:****JOB TITLE:****LAST DAY OF WORK:****EMPLOYEE SUPERVISOR:****REASON FOR EXIT:**

If an employee is unable to collect their personal belongings from their workspace before they exit Lakehead University, a detailed list of the items will be collected and stored in the office by the department supervisor with a Security Services employee present. Once the collection has been completed, the Supervisor will provide the employee with a detailed list of the belongings collected and arrange a mutually agreeable time for pick-up.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Pick Up Date:** \_\_\_\_\_**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please retain the original copy of this form in the department and send a copy to the Human Resources Department.*