**Employee Clearance Form**

**Section 1 : Employee Information**

|  |  |  |
| --- | --- | --- |
| ***Employee Name (Last, First)***  ***………………………………*** | ***Employee ID***  ***……………………..*** | ***Joining Date***  ***……………………….*** |
| ***Department/Project:……………………***  ***Line Manager Name:…………………..***  ***Line Manager Designation: ………………*** | ***Designation***  ***……..………………………*** | ***Position Type***   * Full-Time * Part- Time * Seconded |
| ***Type of Separation/date***   * Resignation * Termination   ***Separation date:***   * With Notice * Without Notice | * End of Contract * Unsuccessful Probation | * Retirement |

|  |  |  |
| --- | --- | --- |
| ***Home Phone*** | ***Mobile Number*** | ***Email Address*** |

**Section 2: Employee Responsibilities (Complete all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| I have surrendered all (check all that apply) which were entrusted to me during my employment: | | | |
| ID Card/Parking card | Drawer Keys, Vehicle Keys, office Keys…etc | Health Insurance  Fazaa Card |  |
| Security Pass | Uniform |  |  |
| HAAD/DOH License | Laptop/IPad |  |  |
|  | Mobile Phone/Sim card | Other NA Property: ………………………. | |
|  |  |  | |
| * I understand that my National Ambulance email address will be deactivated the day after my last official work day and I have notified appropriate email contacts of this change. * I understand that if I owe any outstanding money it will be withheld from my final pay.   Employee Signature:…………………………………….  Date: …………………………………… | | | |

**Section 3: Line Manager Responsibilities (Complete all that apply):**

|  |  |
| --- | --- |
| * Final Time Card Approved | * Pending Leave submitted to HR , Unpaid/sick leave …etc. |
| * Extra Duty/overtime if any * Deduction if any | |

**Section 4: HR Responsibilities (Complete all that apply):**

|  |  |  |
| --- | --- | --- |
| * Department Notification * Exit Interview * Visa Cancellation * Emirates ID Cancelation * Health Insurance Cancellation * Withheld amount | * Repatriation Ticket Booked * Final Pay Reviewed. * Bank Notification. * Visa Extension Requested. * Extension Status   Approved/Rejected   * Service Letter * NOC (YES, NO). * Reference Letter (YES,NO) |  |