**Leaving Spotify Manager Sweden**

**Manager Responsibilities**

*As a manager, you are the link between the employee and Spotify responsibilities when it comes to leaving the company. By guiding your team member through the leaving process, you help us make sure we deliver a seamless offboarding experience.*

**Resignation**  
Employees should initiate their own resignation in Workday and this should be done as soon as possible after they decided to leave Spotify. Make sure to remind your team member to do this when they inform you of their decision to leave. You should also refer them to this page in the Handbook for information they need to think about when leaving the company.

**If you love someone, let them go...**  
We hope that our employees want to stay with us for as long as possible. However, if they've made up their mind about leaving, we don't believe that more money, promises of promotions or pleading with them to stay is the right motivation. As sad as it is when someone in your team decides to leave, our approach is to wish them the very best and let them go to pursue new opportunities.

**Last day of employment**  
The employee may ask to negotiate their last date of employment. If they request their last day to be earlier than their notice period ends, you have the right to decline a shorter notice period. While you can agree to shortening the notice period, you should bear in mind the handover requirements and business needs when making this decision and make sure HR is informed.  
After your team member submits their resignation in Workday, you will have the chance to review the termination date entered. Please make sure that the termination date submitted is in line with what you and your team member agreed on.

**Time off requests**  
It is important that any outstanding work and handover is completed before your employee's last day. Therefore consider any time off requests that have already been approved when deciding on their last day of employment and agreeing to a shortened notice period.  
Any accrued but unused vacation days will be paid out to the employee after their last salary. However, if the employee would rather use those vacation days before their last day of employment, it may be possible but please make sure to consider the handover and business needs before approving any new time off requests during the notice period.

**Spotify equipment**On their last day, your employee needs to return the stuff that belongs to Spotify, including laptops and computer equipment, mobile phones, access cards and keys, any ergonomic equipment and any files or documents. It is **your**responsibility to make sure that your employee hands these back to you before or on their last day.

**Buying IT equipment**Green IT/Buying IT equipment is unfortunately on hold because of security and tax reasons. We don’t have any information when, or even if it will go live again. This means that the employee must return their equipment, [according to this process](https://confluence.spotify.net/display/IT/Returning+IT+Equipment+on+last+day), when leaving Spotify.

**Communication**  
Agree with the employee and your manager how to communicate the departure to your team, other internal teams and external contacts in an appropriate manner, and when that communication should be sent.  
As managers, it is your responsibility to settle any unrest in the team where it arises, reassure affected employees where appropriate, and keep communications consistent and sincere in order to avoid false and disturbing rumors in the wider organization.  
A reminder that any internal communication should only be sent directly to individual employees or teams, and should not be sent to staff@spotify.com.

**Approvals**  
Make sure to approve any outstanding expenses, time off and/ or leave requests as soon as possible to ensure that the leavers final pay is correct. If you are aware of any possible outstanding debts, please reach out to [Payroll](https://jira.spotify.net/plugins/servlet/desk/portal/74) on the HR JIRA Portal.

**Celebrations**  
You can make arrangements for a leaving fika to celebrate your employee's time at Spotify and wish them good luck. Please make sure to keep expenses reasonable and consider if it's possible to combine the festivities with another planned celebration.

**Employment Verifications**  
If you receive an employment verification request, please forward it to [**hr@spotify.com**](mailto:salaries@spotify.com)and HR will provide the information needed. If you do decide to provide any personal references, you must state that this is a personal reference and not written on behalf of the Company.

*We're sorry to see you go, but happy we got to know you and learn from you. All the best for the future, we hope you just keep on getting better and better!*

**Employee Responsibilities**

*Before you go, there are a couple of things we need you to do.*

Letting us know you're leaving

While we hope you stay with us for the long term, you may end your employment relationship with us with advance notice. Your employment agreement says how long your notice period is.

You can initiate your own resignation in Workday. Before you do, you should speak to your manager and agree on your last day of employment. It is important that you submit your resignation as soon as possible after you decided to leave Spotify, so we can start processing your resignation. Also (though you can't be replaced) we need to start looking for some to take over after you.

Your resignation is effective from the date when you submit it in Workday. This is also when your notice period starts counting down.

Follow the link to learn how you can [**how to initiate your resignation in Workday.**](https://docs.google.com/document/d/1qX6e-vP7HhS3LAqPChLPHMVJwLMFWXBoSJJcc836Se4/edit)

**Spotify property**  
When you leave, you have to return the stuff that belongs to Spotify, including laptops and computer equipment, mobile phones, access cards and keys, and any files or documents. You can return them to your manager.

**Buying your IT equipment**Green IT/Buying IT equipment is unfortunately on hold because of security and tax reasons. We don’t have any information when, or even if it will go live again. This means that you must return your equipment, [according to this process](https://confluence.spotify.net/display/IT/Returning+IT+Equipment+on+last+day), when leaving Spotify.

**Expenses**  
Make sure to submit your expense claims before your last day at work. Also, make sure you don't have any outstanding balance on your corporate card (if you have one). Bad things could happen to your credit if you forget this.

**Debts**  
If you don't work your whole notice period, or you have taken more holiday than you have accrued at the point of leaving Spotify, your final salary payment may be bigger than it should be. If that happens, we will ask you to pay us back the extra money. Make sure to look over your final payslip, and let payroll or HR know that something's wrong, and try to settle ant debt or weirdness as soon as possible.

If you relocated from another country to work for Spotify and received relocation support from us, you have to pay back the relocation allowance if you resign within the first six (6) months of employment. Check out to the [**Spotify International Transfer Policy**](javascript:void(0);)for more information.

**ESOP**

If you have vested options, you may exercise them (i.e. use the options to buy shares) within a limited final exercise window. [Here's](https://spotify.fusion-universal.com/topics/41045/#contents/648783.) an overview of how it works and what you need to keep in mind. If you don't exercise your vested options within the limited exercise window according to the Terms & Conditions, the options will automatically lapse. Unvested options lapse and cannot be exercised.

For information about your stock option holdings, please check your personal page in [E\*TRADE](https://us.etrade.com/home). You access E\*TRADE with the username and password you set when you logged in the first time (nothing changes once you have left Spotify, you use the same details to login). If you have any questions about E\*TRADE (how to login, how to put in an exercise request), please reach out to the [customer support team](https://us.etrade.com/e/t/home/contactus_esp?vanity=contact)  who's available 24/7.

To learn more about the ESOP program and how it works, please have a look [here](https://spotify.fusion-universal.com/communities/19656). You will also find general tax information here to keep in mind before exercising your options. If you have any other questions, please reach out to the [Equity Team](https://jira.spotify.net/plugins/servlet/desk/portal/84) on the HR JIRA Portal and we'll be happy to help.

**Lease**  
If you have a Spotify signed lease, it's your responsibility to give notice to your landlord according to the lease agreement and to settle any debts and outstanding payments. As per your sublease agreement with Spotify, Spotify will not be responsible for any issues that arise in connection to the lease.

**Company Sponsored Visa**  
If you are employed at Spotify on a sponsored visa, your employment termination will likely have consequences on the visa validity. Reach out to the [Global Mobility Team](https://jira.spotify.net/plugins/servlet/desk/portal/100) on the HR JIRA Portal for guidance on the specific conditions of your visa.

**Leaver forms**  
When you leave, payroll may ask you to complete forms they need to process you as a leaver. Please make sure to return these as soon as possible.

**Update your contact details**  
Make sure to update your personal contact details on Workday such as your personal email, contact number, and address before you leave. We need to have this information in case we need to reach you once you've left for different reasons, such as alumni initiatives or exercising your stock options.

**Ongoing obligations**  
Please remember that the agreements you signed with Spotify remain in effect even after you leave us. You have ongoing obligations, including confidentiality and, potentially, non-compete and non-solicitation promises. Some of these obligations can be found in your employment agreement or in other agreements that you signed when you joined Spotify.

**Our Responsibilities**

*And then there are things we need to do for you before you go.*

**Exit surveys**  
We try our best to make Spotify an amazing place to work and we really value your input. When you decide to leave, we'll ask you to give us feedback so that we can continue to improve the experience for everyone here.  
You'll receive an email from your HR team with a link to the exit survey which will ask you some brief questions on why you've decided to leave and how you found your time with us.  If you'd like to have a face to face exit interview, contact us on the [HR JIRA Portal](https://jira.spotify.net/plugins/servlet/desk/portal/76) and we'll be happy to arrange one!

**Vacation**  
Any vacation that you have accrued and not taken as of your last day of employment, will be paid out to you in your final salary.

**Final Salary**  
You will receive your final payment from Spotify, including any outstanding monies due to you on your normal payday following your last day of employment.

**Benefits**

**Spotify Premium**  
Your employee premium account will stop from your last day of employment.

**Relocation Offer Entitlements**  
All entitlements in your relocation offer not yet utilized by the time you resign are forfeited with the exception of the tax return preparation assistance. When it's time to initiate the assistance we will reach out to you on the contact details available in Workday.

**Health insurance**  
Your Euro Accident insurance coverage will cease on the last day of the month.

**Pension**  
Spotify will stop your pension contributions on the last day of the month.  
If you are leaving Sweden, check out the [**Pension**](https://spotify.net/handbook/46561)section of the Handbook to learn about how that affects your pension.

**Long term disability insurance**  
Your coverage for long term disability will be valid for up to 3 months after your end date.

**Employment References or Background Information Checks**  
Any request for employment references or background information regarding active or former employees must be referred to HR at hr@spotify.com. HR will verify dates of employment and job title. Salary information will be verified only if you authorize Spotify to do so in writing. Spotify as a Company is unable provide personal references.