



Employee Exit Process Checklist

As part of the Employee Exit Process we have provided this checklist to ensure as you separate from Cook County Health you have all the information needed.

Upon exiting employment on your last day worked, please review the checklist for applicable items and return this sheet to HR with your badge.

Employee Name: _____ Badge # _____

Employee Responsibility

- ☐ Librarian signed off for no outstanding materials _____ (Librarian Signature) Stroger Only
- ☐ All Medical Records returned _____ (Office: 1100 Stroger) This applies only for clinical personnel
- ☐ Parking Card returned
 - When turning in your parking card please ask for a parking cancellation form to give to the cashier at the parking facility so that you may exit the parking area on your last day. (Stroger and Provident only)
- ☐ Cobra Link provided

Employee Signature _____ Date _____

Manager Responsibility

- ☐ Update HR ServiceLink for separated employee
- ☐ Resignation letter uploaded in HR ServiceLink
- ☐ Email sent to term/revoke HIS access: his-user-provisioning@cookcountyhhs.org

Items returned:

- ☐ Department keys or N/A
- ☐ Computer or N/A
- ☐ Phone or N/A
- ☐ Hospital equipment, pager, _____ or N/A

Manager Signature _____ Date _____

Human Resources Responsibility

- ☐ ID Security Access Terminated
- ☐ ID Badge retrieval
- ☐ Employee personal email address _____

Human Resource Signature _____ Date _____

Termination of Benefits

Coverage for employee health benefits ends on the last day of the month following employment termination date. The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees and/or their dependents to continue certain insurance benefits after termination of employment or when a dependent's status changes, resulting in loss of coverage. Medical, dental and vision plans can be continued for up to 18 months under COBRA.

Payment of the full monthly cost plus an administrative fee is required. Employees have 60 days to apply for coverage retroactive to benefits termination date by submitting a completed COBRA application. Employees are responsible for reviewing the COBRA and information regarding group benefit termination.

See this link for **COBRA** information. <https://www.cookcountyil.gov/service/employee-benefits-cobra>

See this link for **PENSION** information: <https://www.cookcountypension.com/employees/retirement-estimator/>