

# Exiting Employee Guide

*Thank you for your service to Leander Independent School District! We wish you the best of luck in your future endeavors.*

## Before Your Last Day

- ◇ Submit your resignation letter with your signature and your last work day to your Supervisor, Principal, or Human Resources. You will receive an accepted and signed copy for your records.
- ◇ Your opinion is valuable to us! Complete the anonymous [Employee Exit Survey](#).
- ◇ Submit a request for your [employment records](#).

## On Your Last Day

- ◇ Leander ISD network accounts will deactivate at the end of your last working day.
- ◇ Turn in your badge, keys, laptop, and any other issued Leander ISD items to your campus or department.

## After Your Last Day

- ◇ Log in to [Leander ISD Employee Access](#) to update your mailing address or print out your W2. (You will still be able to access Employee Access after your last day).
- ◇ Leander ISD benefits will end on the last day of the month of your exit date. If you worked through the end of the instructional year, you may have the option to extend your benefits and will receive information from the Benefits Dept.

Human Resources | 512.570.0100

Benefits | 512.570.0142

Monthly Payroll | 512.570.0064 | 512.570.0063

BiWeekly Payroll | 512.570.0065 | 512.570.0064

