

What is Staff Clearance (Exit Clearance)?

Q: What is staff clearance and why is it required?

A:

Staff clearance, or **exit clearance**, is a formal procedure carried out when an employee leaves the organization—whether through resignation, retirement, or termination. It ensures that:

- All assigned responsibilities have been completed
- All university property (e.g., ID card, laptop, access cards) has been returned
- All outstanding matters (financial, legal, or administrative) are properly resolved

This process helps both the employee and the university maintain a clear, accountable transition.

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