

Staff Handoff Plan

Staff Member:	Department:	Campus:
Reason for Handoff:	Handoff to (with contact info):	Duration of Handoff (add start date and end date):

Brief Description of Task:	Status	Handover To:

Will you be calling into any regular/recurring meetings, submitting any reports while away or still overseeing any tasks while away? If so, tell us about it.

-

Are there any links and logins to key documents/reference materials or platforms needed to perform any task that we should know as the last resort backups?

-

Emergency contact information after departure if we cannot reach you after 3 attempts:

- Name:
- Phone:
- Email: