

#	Category	To Do Item	Notes
1	Computer Access	<ul style="list-style-type: none"> <input type="checkbox"/> Save personal files and important work documents. <ul style="list-style-type: none"> o These can be anything from design files to documentation <i>that you can legally take with you</i>. The best time to start saving these was yesterday. <input type="checkbox"/> Get guidelines from IT on how to restore the computer if needed in the future. 	This is potentially the most time-sensitive. Upon receiving any notifications from HR, it's crucial to promptly secure any work-related documents you've been involved with. IT protocols can be swift, so ensure you've organized and saved your files efficiently.
2	HR Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Store all necessary HR contact details in an accessible place. <input type="checkbox"/> Determine the preferred method of communication (email, phone, etc.). <input type="checkbox"/> Keep a log of all communication with HR for future reference. <input type="checkbox"/> Flag any unanswered questions or ongoing issues. 	
3	Seek Peer Support	<ul style="list-style-type: none"> <input type="checkbox"/> Stay connected with affected colleagues through <u>alumni networks</u>, social media or other platforms. <input type="checkbox"/> If there isn't an alumni network then start one! It can be as simple as a <u>Whatsapp group</u> or <u>Slack channel</u>. <input type="checkbox"/> Share experiences, tips, and resources. <input type="checkbox"/> If multiple employees face the same issues, consider addressing them as a group for better visibility and resolution. 	<i>More reading: <u>Are you in on the secret? Workplace alumni networks are flourishing</u></i>
4	Separation Agreement	<ul style="list-style-type: none"> <input type="checkbox"/> Thoroughly review each section of the agreement. <input type="checkbox"/> Highlight areas that are unclear or seem problematic. <input type="checkbox"/> Consider hiring or consulting with an attorney. <input type="checkbox"/> Ensure all your rights are protected and your interests represented. 	Timeliness for severance agreements vary across companies and scenarios, but the Older Workers Benefit Protection Act (OWBPA) sets some guardrails. Individuals that are laid off have a minimum of 21 days to consider an agreement. For group layoffs, it's 45 days. There is also a 7 day revocation period where you can change your mind after signing.

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5	Insurance	<input type="checkbox"/> Confirm the end date of your current insurance coverage. <input type="checkbox"/> Review what's covered until the end date (medical, dental, vision, etc.). <input type="checkbox"/> Research available health insurance marketplaces. <input type="checkbox"/> Look into COBRA or equivalent continuation coverage.	
6	Unemployment	<input type="checkbox"/> Prepare a folder with all required documents. <input type="checkbox"/> Keep a record of employment details: dates, roles, etc. <input type="checkbox"/> Visit your state's unemployment website. <input type="checkbox"/> Familiarize yourself with specific procedures and timelines.	
7	WARN Benefits	<input type="checkbox"/> Familiarize yourself with the <u>definition and criteria of WARN</u> . <input type="checkbox"/> Determine if you're eligible based on company size, location, etc. <input type="checkbox"/> Track all expected vs. received amounts. <input type="checkbox"/> Raise any discrepancies with HR promptly.	
8	Payments	<input type="checkbox"/> Create a <u>spreadsheet or system to track payments</u> . <input type="checkbox"/> Reconcile received amounts with what's expected. <input type="checkbox"/> Understand tax rates applied to severance or WARN. <input type="checkbox"/> If unsure, consult with a tax professional.	
9	Stock	<input type="checkbox"/> Understand the timeline for any vesting RSUs. <input type="checkbox"/> Determine the value and implications of these RSUs. <input type="checkbox"/> Confirm any variations in payments: WARN vs. base pay. <input type="checkbox"/> Understand the payout schedule.	
10	Travel	<input type="checkbox"/> Make a list of all scheduled work-related trips. <input type="checkbox"/> Determine if these trips are still necessary or if they can be canceled. <input type="checkbox"/> Ensure any expenses already incurred for these trips are reimbursed.	