

**DEPARTURE AT SEVERANCE OR LEAVE OF ABSENCE:
EMPLOYEE'S RESPONSIBILITIES
Adopted: 09/18/2019**

Prior to their last day of work, all departing staff must comply with all departure procedures adopted by the administration. Attorneys must comply with all ethical rules regarding permanent or temporary transfer of representation to another attorney, if departure is permanent or extended, or if a case is permanently transferred to another attorney and shall comply with all applicable ethical requirements including but not limited to notifying all their clients of their departure; providing successor counsel with detailed memos on the status and strategies of their cases; detailing any promises made to the clients; provide a current status report, and finally, completing the closure of all cases ready to close.

Other staff must provide status reports of all cases, projects, or responsibilities, who has responsibilities within the projects, an up-dated job description and any information necessary for their successor to discharge their responsibilities.