

Cytonn BSA Interns

Cytonn Technologies

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Handover template.

Introduction

Handover are documents created by staff members who are about to go for leave, or resign from their positions, either temporarily or permanently.

Objectives

- To assist their successor(s) to carry out their duties as indicated.
- To provide reasons for handover to the HR team.
- To ease the transition process.
- To ensure accountability of both the successor and the employee handing over.

The handover template will be uploaded in the CHRIS system and will be filled on request by any staff member intending to out of office in at any particular time.

Users

- Any staff member who is about to leave his/her position temporarily/permanently is required to fill a Handover Template. This includes:
 - Resigning staff member- to fill the template a week before leaving.
 - Staff taking leave (paternity, sabbatical, maternity and annual leave) - to fill the template a week before the intended leave date.
- When staff members assume duties at new positions, they should request a Handover Template from their predecessors, if one was not received already.

If this is not possible to fill the template in the stipulated time, the staff member should send the handover Template to his/her successor before departing and supplement the Template with phone conversations or by e-mail. Below is the recommended handover template designed by the team from other templates research

Handover form template

Employee Name.....

Job Title...

Department

Direct Supervisor.....

Job Title...

Purpose of handover

Leave

Type.....

Date From.....

To.....

Resignation

Others

Specify.....

Arbitration

Task	Progress/Status	Next Steps	Hand over to	Timelines	Comments

Approved by

Name.....

Designation.....

Signature.....

Date.....