

# Redundancy task list

Use this task list to plan your redundancy process timeline.

| Step       | Task   | Suggested Timeframe  | Planned completion date | Date completed |
|------------|--|--|-------------------------|----------------|
| <b>1-5</b> | Go through the full restructure process  |  |                         |                |
| <b>6</b>   | Confirm in writing the final structure to employees who are being made redundant | As soon as you have completed the restructure process  |                         |                |
| <b>7</b>   | Meet with any employees who request a meeting to discuss the redundancy          | Hold the meeting a few working days after the employee requests the meeting to ensure they have time to organise support and/or representation |                         |                |
| <b>8</b>   | Begin completing your employee exit checklist                                    | As soon as you determine which employees are being made redundant  |                         |                |

For more information, see [Business.govt.nz](https://business.govt.nz)'s Hiring and managing people section.