
EMPLOYEE RESIGNATIONS

Background

The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements and Division administrative procedures.

Procedures

1. The employee wishing to resign from employment with the Division will submit a letter of resignation to the Human Resources Department specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Human Resources Department will:
 - 2.1 Ensure that the period of notice given by the employee is in accordance with the conditions of employment;
 - 2.2 If in accord, accept, in writing, the resignation;
 - 2.3 Report, as information, the resignation to the Board; and
 - 2.4 Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Human Resources Department believes that the period of notice does not comply with the conditions of employment, the Human Resources Department may:
 - 3.1 Require of the employee the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Forward a copy of the letter accepting the resignation, to the payroll department.
4. In the event an employee is absent from work for undisclosed reasons for a period of three (3) consecutive days, the position will be considered abandoned and therefore vacant.
5. On their last day of work, employees must return to their immediate Supervisor the following:
 - 5.1 Keys;
 - 5.2 Fob;
 - 5.3 Division purchase card;
 - 5.4 Division-owned electronic devices;
 - 5.5 ID card; and
 - 5.6 Division resources.

Reference: Section 33,52,53,68,196,197,204,214,215,216,222,225 Education Act
Employment Standards Code

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