

EMPLOYEE RESIGNATIONS

Background

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

Procedures

1. The employee wishing to resign from employment with the District shall submit a letter of resignation to the Director of Instruction/Human Resources specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Director of Instruction/Human Resources shall:
 - 2.1 Ensure that the period of notice given by the employee is in accordance with the conditions of employment;
 - 2.2 If in accordance, accept, in writing, the resignation;
 - 2.3 Forward a copy of the letter accepting the resignation, to the Principal or manager of the employee.
3. If, upon receiving a letter of resignation, Director of Instruction/Human Resources believes that the period of notice does not comply with the conditions of employment, the Director of Instruction/Human Resources may:
 - 3.1 Require the employee to honour 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 Principal or manager of the employee.

Reference: Sections 15, 22, 27, 65, 85 School Act
Employment Standards Act
Collective Agreements

Approved: August 15, 2021
Revised: