

## **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 shall submit a letter of resignation to the Superintendent specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent shall:
  - 2.1 Ensure that the period of notice given by the employee is in accord with the conditions of employment;
  - 2.2 If in accord, accept, in writing, the resignation; and
  - 2.3 Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Superintendent believes that the period of notice does not comply with the conditions of employment, the Superintendent 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 five (5) consecutive days, the position will be considered abandoned and therefore vacant.

Reference: Section 60, 61, 107, 108, 109, 113 School Act  
Employment Standards Code