

Administrative Procedure 417

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 Associate Superintendent, Human Resources and Administration specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Associate Superintendent, Human Resources and Administration will:
 - 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 Associate Superintendent, Human Resources and Administration believes that the period of notice does not comply with the conditions of employment, the Associate Superintendent, Human Resources and Administration 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.
5. On their last day of work, employees must return to their immediate supervisor the following:
 - 5.1 Keys;
 - 5.2 Fob;
 - 5.3 ID card; and
 - 5.4 Division-owned electronic devices.

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