

## **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 in writing, notice 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 Secretary-Treasurer.
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 Secretary-Treasurer.

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

Adopted: November 2019  
Revised: