

STAFF RESIGNATIONS

Background

The District requires that employees wishing to resign from the employ of the District do so in accordance with the provisions of territorial 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 Assistant Superintendent in charge of Human Resources specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Human Resources Department 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 payroll department.
3. If, upon receiving a letter of resignation, the Assistant Superintendent of Human Resources believes that the period of notice does not comply with the conditions of employment, the Human Resources Department 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 payroll department.

Legal Reference: *Sections 22, 65, 85 School Act*
Employment Standards Act
Collective Agreements