

Administrative Procedure 409

STAFF RESIGNATIONS**Background**

The District requires that employees wishing to resign from the employ of the District do so in accordance with collective agreement and District administrative procedure and legal requirements.

Procedures

1. The employee wishing to resign from employment with the District shall submit a letter of resignation to Human Resources specifying the proposed resignation date.
2. Upon receiving a letter of resignation, Human Resources shall:
 - 2.1 Ensure that the period of notice given by the employee is in accordance with the conditions of employment; and
If in accordance, accept, in writing, the resignation.
3. If, upon receiving a letter of resignation, 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
Accept the resignation as offered.