



Administrative Procedure 417

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 a letter of resignation to the Director of Human Resources specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Director of 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 Notify the Superintendent who writes a letter accepting the resignation.
3. If, upon receiving a letter of resignation, Director of Human Resources believes that the period of notice does not comply with the conditions of employment, the Director of Human Resources may:
 - 3.1 Require the employee to honour the appropriate period of notice (in normal circumstances, the period of notice is 30 days); or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Notify the Superintendent.

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

Adopted: December 15, 2020