

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 435 - Resignations - Instructional Staff**

### **Policy**

Instructional staff who intend to resign or retire are to be encouraged to give notice as early as possible.

### **Procedures:**

1. Instructional staff are to submit resignations in writing to the Superintendent in accordance with the School Act. Resignations should be submitted as early as possible to allow for proper staffing of schools.
2. Teachers not expecting to be back for the next school year should inform their principal of their intention before May 31 in order to assist in determining the projected staffing requirement by school for the next school year. This notice is not binding on the teacher until a formal letter of resignation is submitted to the Superintendent.
3. Resignations, which are submitted with less than the required number of days specified in the School Act, will be considered by the Superintendent on an individual basis.

***August 2002***