

Administrative Procedure 419

EMPLOYEE RESIGNATIONS

Background

The District requires that employees wishing to resign from the employ of the District 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 last day of performance of assigned duties.
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 accord with the conditions of employment;
 - 2.2 If in accord, accept, in writing, the resignation; and
 - 2.3 Notify the payroll department of the effective date of the resignation.
3. If, upon receiving a letter of resignation, the Director of Human Resources believes that the period of notice does not comply with the conditions of employment, the Director may
 - 3.1 Require of the employee the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Notify the payroll department of the effective date of the resignation.
4. In the event an employee is absent from work for undisclosed reasons for a period of five (5) consecutive days, the position will be considered abandoned and therefore vacant.
5. On their last day of work, employees must return to their immediate supervisor the following:
 - 5.1 Keys;
 - 5.2 ID card;
 - 5.3 District-owned electronic devices;
 - 5.4 District Purchase Card; and
 - 5.5 District Resources.

Reference: Section 20. 60, 61, 96, 107, 108, 109, 113, 116, 117 School Act
Employment Standards Code