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 notice of resignation to the Director of Human Resources specifying the proposed resignation date.

2. Upon receiving a notice 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 Offer an exit interview to the reigned employee.

3. If, upon receiving a notice 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.

   3.2 Accept the resignation as offered.

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

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