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## ADMINISTRATIVE PROCEDURE 409 EMPLOYEE RESIGNATIONS

### Background

The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements and Division administrative procedures.

### Procedures

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Deputy Superintendent – Leadership Services and Human Resources specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Deputy Superintendent – Leadership Services and 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 accord, accept, in writing, the resignation;
  - 2.3 Report, as information, the resignation to the Board; and
  - 2.4 Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Deputy Superintendent – Leadership Services and Human Resources believes that the period of notice does not comply with the conditions of employment, the Deputy Superintendent – Leadership Services and Human Resources may:
  - 3.1 Require of the employee the appropriate period of notice; or
  - 3.2 Accept the resignation as offered; and
  - 3.3 Forward a copy of the letter accepting the resignation, to the payroll department.

Reference: Section 107, 109, School Act  
Employment Standards Code

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