

## Administrative Procedure 416

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### EMPLOYEE RESIGNATIONS

#### Background

Employees wishing to resign from the employ of the Division shall 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 Superintendent specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent will:
  - 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.
  - 2.3 Report, as information, the resignation to the Board.
  - 2.4 Forward a copy of the letter accepting the resignation to the payroll department.
3. If the period of notice does not comply with the conditions of employment, the Superintendent may:
  - 3.1 Require of the employee the appropriate period of notice.
  - 3.2 Accept the resignation as offered.
  - 3.3 Forward a copy of the letter accepting the resignation to the payroll department.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 214, 215, 216, 222, 225 Education Act  
Employment Standards Code