

## Administrative Procedure 416

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### STAFF 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 letter of resignation to the Superintendent or designate specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Superintendent or designate 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 Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, Superintendent or designate believes that the period of notice does not comply with the conditions of employment, the Superintendent or designate may:
  - 3.1 Require the employee to honour 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: Sections 22, 65, 85 School Act  
Employment Standards Act  
Collective Agreements