

## **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 letter of resignation to the Associate Superintendent-Employee Services specifying the proposed resignation date.
2. Upon receiving a letter of resignation, the Associate Superintendent-Employee Services 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 Manager, Payroll and Benefits.
3. If, upon receiving a letter of resignation, Associate Superintendent-Employee Services believes that the period of notice does not comply with the conditions of employment, the Associate Superintendent-Employee Services 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 Manager, Payroll and Benefits.
4. Continuing and Temporary Contract Teachers

Resignations from continuing contract teachers shall be in writing, with a minimum of 30 days notice, addressed to the Associate Superintendent-Employee Services, and the continuing and temporary contract teacher shall remain bound by their contract until the end of the school term.

  - 4.1 The District recognizes that circumstances may force an employee to request a release from a contract; for that reason, the Associate Superintendent-Employee Services may release a teacher from a contract at any time the Associate Superintendent-Employee Services considers such a release justified, provided a suitable replacement can be found.

5. Teachers who, during the period of their engagement with the District, receive an appointment as officers in the Ministry of Education may, within 24 hours of accepting the post with the Ministry, submit their resignation to the District and shall be released from their contracts.
6. Teachers who are transferred but do not wish to comply with the transfer may resign immediately by giving 30 days written notice to the District, through the area Associate Superintendent-Employee Services.

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

Adopted: October 1982

Revised: August 1, 1990; September 1994; February 1996; January 1999; September 24, 2018