

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 435
SECTION:	RELATIONS		
PROCEDURE:	STAFF 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 Director specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Director or designate 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; and
 - 2.3 Forward a copy of the letter accepting the resignation to Human Resources.
3. If, upon receiving a letter of resignation, the Director believes that the period of notice does not comply with the conditions of employment, the Director 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 Human Resources.

Reference: Sections 85, 87, 108, 109, 211, 212 Education Act
Labor Standards Code

Date Issued: November 21, 2007

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