

## **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 LRSD 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 shall:
  - a. ensure that the period of notice given by the employee is in accord with the conditions of employment;
  - b. if in accord, accept, in writing, the resignation;
  - c. report, as information, the resignation to the Board; and
  - d. forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Superintendent believes that the period of notice does not comply with the conditions of employment, the Superintendent may:
  - a. require of the employee to provide the appropriate period of notice; or
  - b. accept the resignation as offered; and
  - c. forward a copy of the letter accepting the resignation, to the payroll department.

---

December, 2003  
Updates: Jan. 2020

### **References**

Section 33, 52, 53, 68, 196, 197, 204, 214, 215, 216, 222, 225 Education Act