

## **RESIGNATIONS**

### **Background**

The Division prefers to have the resignation of employees be as positive a situation as possible.

### **Procedures**

1. Resignations must be submitted in writing with a signature via facsimile, scanned PDF or regular mail. The resignation must coincide with the terms of applicable contracts and/or agreements.
2. Non-teaching staff (school based and office) must provide two weeks notice.
3. The written resignation is to be addressed to the Superintendent of Human Resources and with a copy to the immediate supervisor.
4. Employees leaving the division are encouraged to complete an exit interview.

Reference: Sections 85, 87, 108, 109, 211, 212 Education Act  
Labour Standards Act  
Collective Agreements