

EMPLOYEE RESIGNATION

Background:

The Division requires employees wishing to resign or retire from the employ of the Division to do so in accordance with the provisions of provincial statutes, collective agreements and Division administrative procedures.

Procedures:

1. The employee wishing to resign or retire from employment with the Division shall submit an Atrieve eform—specifically, the “Notice of Resignation” or “Notice of Retirement”—specifying the last day of performance of assigned duties.
2. On their last day of work, the employee must return to their immediate supervisor the following:
 - 2.1. keys;
 - 2.2. fob;
 - 2.3. ID card;
 - 2.4. Division purchase card;
 - 2.5. Division-owned electronic devices; and
 - 2.6. any other Division-owned resources or property.

Reference:

Section 52, 53, 68, 197, 204, 215, 216, 217, 222, 225 *Education Act*
Employment Standards Code