

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 or Designate specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Director or Designate shall:
 - 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;
 - 2.3 Report, as information, the resignation to the Board; and
 - 2.4 Forward a copy of the letter accepting the resignation, to the payroll department.
3. If, upon receiving a letter of resignation, the Director or Designate 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 the payroll department.
4. In the event an employee is absent from work for undisclosed reasons for a period of two (2) weeks, the position will be considered abandoned and therefore vacant.

Reference: Sections 85, 87, 211, 212 Education Act
Saskatchewan Employment Act
Canadian Union of Public Employees and its Local NO. 4797 Agreement
Provincial Collective Bargaining Agreement

Approved: September 18, 2018