

Administrative Procedure 409

STAFF RESIGNATIONS

Background:

The Division requires that staff members 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 staff member 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, will:
 - 2.1 Ensure that the period of notice given by the staff member is in accord with the conditions of employment;
 - 2.2 Notify the employee the acceptance of their resignation
 - 2.3 Report the resignation to the Director (in the case of the designate); and
 - 2.4 Forward notification 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 or designate may:
 - 3.1 Require of the staff member the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Forward notification of the letter accepting the resignation to the payroll department.

Reference:

Section 85, 87, 108, 109, 211, 212 Education Act

Saskatchewan Employment Act

Revised:

September 2015