

## Administrative Procedure 412

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### 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 Division administrative procedures.

#### Procedures

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Superintendent or designate specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Superintendent 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; and
  - 2.3 Forward to the payroll department a copy of the letter accepting the resignation.
3. If, upon receiving a letter of resignation, the Superintendent or designate believes that the period of notice does not comply with the conditions of employment, the Superintendent or designate 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 five (5) days, the position will be considered abandoned and therefore vacant.

Reference: Education Act 214-216, 222 Alberta Employment Standards Code	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.