

STAFF RESIGNATION

Background

The Division requires that staff members wishing to resign from the employ of the Division do so in accordance with the provisions of the provincial statutes, Saskatchewan Employment Act, the Education Act and local collective bargaining agreements.

Procedures

1. All staff shall submit a letter of resignation to the Director or designate. The letters shall specify the last day of performance or 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 accordance with the conditions of employment and applicable legislation;
 - 2.2 If in accordance, accept the resignation in writing;
 - 2.3 Report the resignation to the Director (in the case of the designate), who will report it as information to the Board; and
 - 2.4 Ensure applicable parties are notified of the resignation.
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 and applicable legislation, the Director or designate may:
 - 3.1 Require the staff member to provide the appropriate period of notice; or
 - 3.2 Accept the resignation as offered; and
 - 3.3 Ensure applicable parties are notified of the resignation.

Legal Reference: Section 85, 87, 109, 211, 212 Education Act
The Saskatchewan Employment Act

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