



Resignation Procedure

The resignation procedure outlined below is used for staff.

1. Notification of Resignation

- a. Resignations shall be in writing, directed to the Director/Principal or the Director of Operations, specifying the last day of performance of duties and signed by the resigning employee.
- b. The Director/Principal or Director of Operations shall send a letter to the employee accepting the resignation. A copy of the resignation letter and resignation acceptance letter shall be retained in the employee file.

2. Notice Requirements

The notice requirements for resignations shall be in compliance with *The Employment Standards Code*:

- a. If the employee's period of employment as stated in the contract is:
 - That An employee shall give SEC at least two weeks notice.
- b. SEC may provide equivalent basic pay to the employee in lieu of notice when it is deemed desirable. The Director/Principal, or designate, is authorized to approve payment in lieu of notice.

3. Exceptions to Notice Requirements

Notice, or wage in lieu of notice, does not apply in the following circumstances:

- a. When an employee's period of employment is less than thirty (30) days.
- b. The employment is for a fixed term and terminates at the end of the term.

4. Notice Requirements – Management Positions

- a. Resignations should provide sufficient notice to allow for an orderly succession or reorganization to avoid disruption in the operation of SEC.

b. In cases of hardship or emergency, and provided that legal requirements are met and the interests of SEC are protected, a notice of resignation shorter than the required period may be accepted by the Director/Principal or Board Chairperson

c. The notice shall specify the last day upon which the employee will perform regular duties.

d. The effective date of resignation shall be the last day upon which an employee is present at work and performs regular duties.

5. Non-Compliance with Notice Periods

a. If, upon receiving a letter of resignation, the period of notice does not comply with legislation, the Director/Principal or designate may:

- require the staff member to give the appropriate period of notice; or
- accept the resignation as offered and forward to the Director or Operations for processing.

6. SEC Property

The resigning employee shall return all items belonging to SEC.

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