

Background

Employees wishing to resign from a position with Pembina Hills School Division will provide notice in accordance with the provisions of provincial regulations, collective agreements, Division administrative procedures, and individual employment contracts.

Definitions

Resignation – voluntary termination of employment initiated by the employee.

Last day of employment – the last date on which the individual is a Division employee. The last day of employment and the last day on which the employee performs their assigned duties may or may not match.

Procedures

1. Employees wishing to terminate their employment with the Division must provide written notice of their intentions. The notice shall be addressed to the employee's Supervisor with a copy to Human Resources, and will include the employee's last day of employment.
2. Failure to provide proper notice, as outlined in Section 216 of the *Education Act* or outlined in the Alberta Employment Standards, may deem the employee ineligible for re-hire with the Division.
3. Upon receiving a letter of resignation, Human Resources shall:
 - a. Ensure that the period of notice given by the employee is in agreement with the conditions of employment;
 - b. If in agreement, the Assistant Superintendent of Human Resources will accept, in writing, the resignation.
4. On the last day of employment, the employee will return all Division equipment, keys and resources.
5. An employee may be deemed to have abandoned the position and terminated if they are absent from scheduled work for a period of three or more consecutive days without notifying the Supervisor of such absence.

Reference

[Education Act](#)
[Employment Standards Code](#)