



## Staff Resignations

### Background

These guidelines provide information on the process that employees must follow should they wish to terminate their employment.

### Guidelines

Employees must provide notice in alignment with the terms of their employment contracts when they wish to terminate their employment with KTCEA. In the absence of notice provisions in their contract, employees must adhere to the provisions of the Alberta Employment Standards Code.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors. When a supervisor needs assistance in interpreting the guidelines, direction will be provided by their , in consultation with other KTCEA leadership, as appropriate.

#	Procedure	Roles & Responsibilities
1.	<p>An employee wishing to resign their employment with KTCEA shall submit a letter of resignation to their immediate supervisor specifying the last day they will perform their assigned duties.</p> <p>Employees must adhere to terms of their employment contract as it relates to notice. In the absence of terms relating to notice of resignation, the employee shall comply with the Employment Standards Code, which provides for one (1) weeks' notice if employment has been for more than ninety (90) days but less than two (2) years; and two (2) weeks' notice if employment has been two (2) years or more.</p> <p>Individuals occupying the position of Associate Superintendent, Deputy Superintendent or Superintendent must provide at least six (6) weeks' notice of termination of employment.</p>	Employees
2.	Forwarding staff resignations to their Associate Superintendent or the Superintendent, as appropriate.	Supervisors
3.	Accepting resignations on behalf of KTCEA.	Superintendent or Designate

4.	Completing Exit Interviews for employees who resign from KTCEA	Human Resources
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**References:**

Alberta Employment Standards Code

KTCEA Policy 12 Human Resources

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April 1 of every year.