

## RESIGNATION OF SUPPORT STAFF

Where a support staff employee submits a voluntary resignation, the employee shall be required to give written notice as set out in the collective agreement or, where no provision applies, a period equivalent to one pay period. Failure to comply with this requirement may result in forfeitures permitted by the Employment Standards Code. Exceptions may be granted for extenuating circumstances upon application to and approval by the Superintendent or designate.

Letters of resignation should be submitted to the Chief Human Resources Officer with a copy to the employee's immediate supervisor.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
6/300/05			1 of 1