
Date of Issue	September 2007
Original Date of Issue	September 9, 1986
Subject	RESIGNATION OR RETIREMENT NOTIFICATION
References	ETFO Collective Agreement – Article 2.06 OSSTF Collective Agreement – Article 31 Continuing Education Teachers' Agreement AESP Employee Handbook Principal / Vice-Principal Terms and Conditions
Links	
Contact	Human Resource Services

A resigning employee's last day at work is the resignation date and is his/her last day on the payroll.

1. Teaching Staff

- 1.1 All letters of resignation or retirement of teaching staff shall be forwarded to the Superintendent of Human Resource Services and Organizational Development, and copies sent to the appropriate Superintendent of Education and the Principal.
- 1.2 Notification of resignation or retirement will be reported to the Board for confirmation. The teacher will be provided with a written response from the office of the Superintendent of Human Resource Services and Organizational Development.
- 1.3 Requests for resignation by mutual consent at times other than the dates specified in the **applicable collective agreement** will be discussed with the Superintendent of Education before acceptance is recommended. The teacher will be notified of the decision in writing.

2. Administrative and Support Staff

- 2.1 All letters of resignation or retirement of administrative and support staff, including AESP, Principals and Vice-Principals, CUPE, OPSEU, Instructors, and Occasional Teachers, shall be forwarded to the Manager of Human Resource Services and copies sent to the appropriate Principal / Manager.
- 2.2 Employees must provide at least two weeks' written notice of their retirement or resignation, unless otherwise stipulated in the applicable terms and conditions of employment or collective agreement.
- 2.3 Retiring employees may request to run out their accrued but unused vacation following their last day at work.

Approved September 1986

Revised January 1992, July 2007, June 2006, September 2007

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF EDUCATION