
Date of Issue	May 2019
Original Date of Issue	September 9, 1986
Subject	RESIGNATION OR RETIREMENT NOTIFICATION
References	Policy 3110 – Recruitment of Personnel ETFO Collective Agreement OSSTF Collective Agreement OSSTF Instructors Collective Agreement ETFO Designated Early Childhood Educator Collective Agreement OPSEU Collective Agreement CUPE Collective Agreement AESP Employee Handbook Principal/Vice-Principal Terms and Conditions APSSP Collective Agreement
Contact	Human Resource Services

An employee's resignation or retirement date is their last day at work and is their last day on the payroll. If an employee is on a leave of absence prior to their resignation or retirement date, their last day will be the date in which the employee states on the Intention to Resign or Retire form on the staff website.

1. Teaching Staff

- 1.1 Employees complete the notice of Intention to Resign or Retire on the staff website. The form will be forwarded electronically to the Superintendent of Human Resource Services and to the principal.
- 1.2 The teacher will be provided with an electronic confirmation of receipt from the office of the Superintendent of Human Resource Services.
- 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.

2. Administrative and Support Staff

- 2.1 Employees complete the Notice of Intention to Resign or Retire on the staff website, including AESP, principals and vice-principals, CUPE, OPSEU, Instructors, DECEs and APSSP. The form will be forwarded electronically to the appropriate personnel in Human Resources Services and the principal/manager. Staff will be provided with an electronic confirmation of receipt from the office of the Superintendent of Human Resource Services.

- 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. Vacation entitlements will be pro-rated for staff retiring prior to the end of the vacation accrual period.
- 2.4 Employees who are resigning from employment may not use vacation time in their last week of employment. Vacation entitlements will be pro-rated for staff resigning prior to the end of the vacation accrual period.

First Issued September 1986
Revised January 1992, June 2006, July 2007, September 2007, June 2014, May 2016,
 May 2019

Issued under the authority of the Director of Education