

## RESIGNATIONS AND RETIREMENTS

### Background

The Foothills School Division requires that employees resigning or retiring adhere to the guidelines outlined in provincial statutes, collective agreements, individual employment contractual agreements, Alberta Employment Standards, the Alberta Education Act, and Division administrative procedures.

### Procedures

1. An employee intending to resign or retire must submit a written resignation or retirement letter to their immediate supervisor and Employee Services specifying their final scheduled day of work.
2. Employee's notice period to the employer shall be in accordance with conditions of employment and Alberta Employment Standards. Employees are encouraged to provide **reasonable notice** (30 days) that supports an effective transition and time to replace the employee effectively.
3. The employee must submit their written resignation or retirement letter to their supervisor in person or via email, and to Employee Services by:
  - a. Completing the Resignation/Retirement form and upload the written resignation letter on the SharePoint Employee Services Portal:  
  
*Corporate Sites -> Employee Services -> Employee Services Requests -> I would like to submit my notice of resignation or retirement*
4. Upon receiving the notice of resignation or retirement, Employee Services will:
  - a. Confirm the Employee has provided notice to their immediate supervisor.
  - b. Ensure that the period of notice given by the employee is in accordance with the conditions of employment. If necessary, require the employee to honor the appropriate notice period.
  - c. Accept the resignation or retirement as offered.
  - d. Provide a notification from Employee Services acknowledging the acceptance of the resignation or retirement.
5. On the last working day, the resigning employee must return all Foothills School Division (FSD) property to their immediate supervisor or designate including; any keys, fob, ID and/or access card, Division purchasing card(s), laptops, and any other Division-owned resources or electronic data.
6. Access to the Division's employee accounts and systems will be revoked on the employee's last day of employment.
7. In the event an employee is absent from work for undisclosed reasons for a period of five (5) consecutive days, the position will be considered abandoned and therefore vacant.

8. Where circumstances warrant and upon the recommendation of the Assistant Superintendent, Employee Services, staff contracts may be terminated in accordance with the laws of natural justice.

Reference: Relevant Legislation and Regulations