



POLICY:
SUBJECT:
APPROVAL DATE:
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PAGE:

GCPB
RESIGNATION/RETIREMENT
December 8, 1987
November 3, 2003
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1. GENERAL

- 1.1 In order for the Division to maintain continuity of service, it is expected that employees resigning or retiring shall give written notice to the Division as required, which shall not include any period for which vacation is due.

2. NOTICE PERIOD

- 2.1 Individuals employed as teachers/clinicians under contract shall give notice in accordance with the collective agreement.
- 2.2 Individuals employed in the Administrative 11-20 Group shall provide at least two (2) months' notice of resignation/retirement.
- 2.3 Individuals employed in the Administrative 1-10 Group shall provide at least one (1) month's notice of resignation/retirement.
- 2.4 All other individuals shall provide two (2) weeks' notice of resignation/retirement.

3. EXCEPTION TO NOTICE PERIOD

- 3.1 Individuals may withdraw from service for special circumstances with notice period established by mutual agreement between the Division and the employee.
- 3.2 Individuals may withdraw from service during the probationary period with notice to be established by mutual consent between the employee and the Division.

4. PAYMENT IN LIEU OF NOTICE

- 4.1 The Division may provide equivalent basic pay to the employee in lieu of notice when it is deemed desirable.
- 4.2 The Chief Superintendent or designee shall be authorized to approve payment in lieu of notice.

5. DEDUCTIONS FROM NOTICE

- 5.1 If an employee gives less than the required notice, the Division reserves the right to deduct an amount equal to the individual's basic pay for the period for which the employee has given inadequate notice of withdrawal.

6. RETIREMENT

- 6.1 Upon retirement employees shall be given the option of taking accrued vacation time and/or long service leave prior to retirement date or of remaining on duty until retirement date and being paid the amount of salary accrued for the vacation period.

7. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

- 7.1 Where provisions regarding resignation or retirement exist within a collective agreement, they shall apply.



**ADMINISTRATIVE RULE/
PROCEDURE: GCPB-R
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Regulations governing procedures and operations for voluntary withdrawal from service as determined by the Chief Superintendent.

1. Administrative 11-20 Group

- 1.1 Individuals resigning or retiring must submit written notice regarding their intentions to the Chief Superintendent or the Board.

2. Administrative 1-10 Group

- 2.1 Individuals resigning or retiring must submit written notice regarding their intentions to their immediate Supervisor with a copy to the Director of Human Resources.

3. Principals and Teaching/Clinical Staff

- 3.1 Individuals resigning or retiring must submit written notice regarding their intentions to their immediate Supervisor with a copy to the Assistant Director of Human Resources.

4. Support Staff

- 4.1 Individuals resigning or retiring must submit written notice regarding their intentions to their immediate Supervisor with a copy to the Human Resources Officer.