



POLICY  
SUBJECT:  
APPROVAL DATE:  
REVISION DATE:

GCPB  
RESIGNATION/RETIREMENT  
December 8, 1987  
November 3, 2003,  
October 16, 2023

PAGE:

1 of 2

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## 1. GUIDING PRINCIPLES

- 1.1 All Employees resigning or retiring shall give written notice to the Superintendent/CEO or Human Resources Officer as required.
- 1.2 All employees resigning or retiring have the option to participate in exit interviews and anonymously share their feedback on the organization's management practices and organizational culture. All feedback will remain confidential. All employees will have the option to provide feedback to the Superintendent or Human Resources Officer through feedback on a written survey, or through a third party.

## 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 notice of resignation/retirement in accordance with the signed contract or mutually agreed upon by the Superintendent/CEO.
- 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 WSD 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 WSD.

## 4. PAYMENT IN LIEU OF NOTICE

- 4.1 WSD may provide equivalent basic pay to the employee in lieu of notice when it is deemed desirable.
- 4.2 The Superintendent/CEO 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, WSD 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.



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2 of 2

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## 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 the retirement date.
- 6.2 The accrual of long service leave and/or vacation entitlements will cease on the employee's last day of work, which is the final day they perform their job duties. There will be no accruals earned during periods of salary continuation.
- 6.3 All vacation and long service leave will be paid in full on the date of retirement.

## 7. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

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