

Section/Number: Human Resources – 022	Approval Date: (DD/MM/YY)
Subject: Resignation of Position	Amendment Dates:
<p>Policy</p> <p>Employees who plan to terminate their employment with the Community Government are expected to provide at least two weeks of written notice of termination.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. An employee who plans to terminate his/her employment with the Community Government is expected to provide at least two weeks of written notice of his/her resignation.             <ol style="list-style-type: none"> <li>1.1. Verbal notice of resignation will be accepted if given directly by the employee to the Senior Administrative Officer.</li> </ol> </li> <li>2. The Senior Administrative Officer will accept in writing the letter of resignation or verbal notice of resignation.             <ol style="list-style-type: none"> <li>2.1. The Senior Administrative Officer will wait a period of 24 hours before accepting the resignation.</li> <li>2.2. A copy of the letter of resignation and a copy of the letter acceptance of resignation will be placed on the employee's Personnel File.</li> </ol> </li> <li>3. The employee will be asked to complete an Exit Interview form.</li> <li>4. The employee will be asked to provide a forwarding address for final payment and for T4 purposes.</li> <li>5. The Payroll Officer will check leave records, make the necessary arrangements for completing a Record of Employment and prepare the final pay.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	