
Purpose/Background

An employee wishing to resign / retire is required to do so in accordance with Alberta Employment Standards, Alberta Education Act and Division administrative procedures.

Procedures

1. The employee shall submit notice of resignation / retirement specifying the last day of performance of assigned duties. Notice can be provided by:
 - 1.1 Atrieve eForm (Resignation or Retirement Notice);
 - 1.2 Email addressed to the Associate Superintendent of Human Resources with copy to their Supervisor; or
 - 1.3 Signed letter addressed to the Associate Superintendent of Human Resources with copy to their Supervisor.
2. Upon receiving notice of resignation / retirement, the Associate Superintendent of Human Resources shall:
 - 2.1 accept the resignation as offered; or
 - 2.2 require the employee to honour the appropriate period of notice.
3. On their last day of work, the employee must return to their Supervisor all property belonging to Rocky View Schools (RVS) including but not limited to keys, fob, ID card, Division purchasing card(s), laptops, and any other Division owned resources or property. Access to RVS accounts and systems will be removed on the employee's last day of employment.

Reference:

- Section 216, 217, 219 Education Act
- Alberta Employment Standards
- Support Staff Terms of Employment