

409 RESIGNATIONS

Employee Resignations

Belief

Employees wishing to resign from the employ of the shall do so in accordance with the provisions of provincial statutes, contracts and MESC Administrative Procedures.

Procedures

1. The employee wishing to resign from employment with the MESC shall submit a letter of resignation to the Associate Superintendent: People Services specifying the last day of performance of assigned duties.
2. Upon receiving a letter of resignation, the Associate Superintendent: People Services will:
 - 2.1. Ensure that the period of notice given by the employee is in accord with the conditions of employment.
 - 2.2. If in accord, accept, in writing, the resignation.
 - 2.3. Forward a copy of the letter accepting the resignation to the payroll department.
3. If the period of notice does not comply with the conditions of employment, the Superintendent may:
 - 3.1. Require of the employee the appropriate period of notice.
 - 3.2. Accept the resignation as offered.
 - 3.3. Forward a copy of the letter accepting the resignation to the payroll department.

Reference:

Employment Standards Code