



RESIGNATION

PURPOSE

1. To assist departments in fulfilling operational requirements, employees must provide at least two weeks notice, in writing, of their resignation.

APPLICATION

2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **Resignation** is the voluntary termination of employment by the employee.

PROVISIONS

4. An employee is hired for an indeterminate period, unless stated otherwise in the letter of offer.
5. Employees, except teachers, resign by giving two weeks notice in writing.
6. Teachers resigning effective the last day of the academic year are required to provide written notice of this intent no later than sixty (60) calendar days before the last day of the academic year.
7. A teacher who resigns after the specified dates may not receive removal benefits unless an exception is made.
8. A term employee may, within forty-eight (48) hours of resigning, withdraw the resignation. The Employer will not process a resignation until this period has elapsed.

An indeterminate employee may within three (3) working days of resigning (not including the day of resignation) withdraw the resignation. The Employer will not process a resignation until this period has elapsed. The same applies for excluded employees and senior managers.

9. A written resignation may be accepted by an employee's immediate supervisor on behalf of Minister of Human Resources. The resignation is accepted in writing.



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10. The employee's letter of resignation and a copy of the acceptance must be sent to the appropriate Compensation office. A copy of each is placed on the employee's personnel file.

AUTHORITIES AND REFERENCES

11. Nunavut Public Service Act
Section 23, Tenure of Office
Section 24, Duration of Appointments
Section 25, Resignation
12. Public Service Regulations
Section 3, Appointment
13. Main Collective Agreement with the NEU
Article 47, Resignation
14. Collective Agreement with NTA
Article 18.15, Resignation
15. Senior Managers' Handbook
Resignation
16. Excluded Employees' Handbook
Termination

CONTACTS

17. For further information or clarification, please contact:

Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5881

or

Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
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