

Resignation of Position

Purpose *To ensure that ASC employees are aware of the requirements for termination of employment.*

Policy Statement *Notice of termination of employment shall be given in writing, to the Executive Director/Services Director and Administrative Service Coordinator, at least two weeks prior to the effective date.*

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Standard Covered:	2.2.4	A	92-06-26	R	93-06-16	R	97-11-10
ASC Accreditation		R/R	98-05-21				

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1. Procedure for resignation, for abandonment of position where applicable, for termination of employment:
 - a) The employee will provide in writing to his/her immediate Supervisor, the resignation notice and date of termination. The Supervisor will inform the Area Coordinator/Executive Director/Services Director and Administrative Service Coordinator immediately.
 - b) The employee's final time sheet and expense claim will be submitted to the Administrative Service Coordinator, no later than the day following the last day of work.
 - c) Final pay, expense reimbursement, and record of employment will be prepared forthwith, or at a date agreed upon by the employee and ASC.
 - d) The Payroll Officer will provide to the employee, if a participant in the Group RRSP, forms that indicate choice of options for RRSP funds, and choice of option to continue the life insurance benefit at the employee's expense.
 - e) All monies owed will be paid to the employee (refer to "Exit Interview").
 - f) Employees will be required to return ASC keys, and any other ASC property in their possession, prior to, or at the time of receiving final pay, or at such time at the discretion of the Supervisor.

Note: Refer to Section 54 of Alberta Labour Standards.

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