



Title:	Resignation
Category:	Human Resources - General
Policy No.:	D1004
Replaces:	Revised Policy
Applicability:	All Employees
Effective Date:	December 6, 2005; Amended September 8, 2009
Source(s):	Langara Council
Approval:	(President's signature is on the original copy of this policy)

1. PURPOSE

To establish the general requirements, expectations, and effective dates of a resignation from employment by an employee.

2. DEFINITIONS

Resignation: The formal notification in writing by an employee terminating their employment relationship with the College. A resignation may be for the purposes of retirement.

Formal written notification: E-mail is an acceptable form of written notification unless the identity of the sender is in question.

Administrator: The excluded employee with supervisory and/or managerial responsibility to whom a resigning employee reports.

3. AUTHORITY

3.1 Acts and Regulations

B.C. College and Institute Act

3.2 Related Policies

Not applicable.

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

B.C. Nurses' Union Collective Agreement
Canadian Union of Public Employees, Local 15, VMECW Collective Agreement
Langara College Administrator's Association Terms of Employment
Langara Faculty Association Collective Agreement

5. POLICY

- 5.1 Employees will notify the Administrator in writing of their intention to resign from employment with the College in accordance with the notice provisions in collective agreements or terms of employment.
- 5.2 Except where otherwise provided in collective agreements or terms of employment, employees are required to provide the College with at least one (1) month written notice unless otherwise agreed to between the College and the employee.
- 5.3 The Administrator will notify the employee in writing of the acceptance of their resignation.
- 5.4 The last day of employment (resignation date) will be agreed upon between the Administrator and the employee. This will normally coincide with the end of the instructional term or cycle, or the end of the calendar month as applicable.
- 5.5 Employees may take accrued vacation during the notice period prior to the resignation date, where operationally feasible and approved by the Administrator or delegate.
- 5.6 To minimize additional benefit costs and further leave accruals, the resignation date will not normally extend beyond the prescribed notice period unless agreed to by the Administrator for the purpose of service continuity. Employees will be paid on their last pay deposit for any accrued, unused vacation and other accrued entitlements such as gratuity or long service days.
- 5.7 Where circumstances dictate, the College may waive the normal notice period to facilitate an earlier final date of employment for reasons such as commencement of other employment, leaving the country etc.
- 5.8 Once accepted, the employee may not revoke their resignation without the written approval of the appropriate Executive Committee member in consultation with the Director, Human Resources.

Resignation

- 5.9 An employee will be deemed to have resigned when they have demonstrated a clear (other than written) intention to do so. Such intention may be combined with and supported by other actions on their part that would be consistent with that of resignation.(eg. Failing to return from leave or not reporting for duty due to alternate employment, or combined with unsuccessful attempts to contact by the College through written notice and/or other means.)

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

- 8.1 The original of the notice of resignation and a copy of the acceptance of resignation will be forwarded to the Human Resources department by the Administrator.
- 8.2 Normally a notice of resignation will bear the employee's signature, however an email may be accepted where the identity of the employee is apparent and their intention not in question. Validation by the Administrator (eg. phone call or letter) may be required where intent or identity is in question.
- 8.3 The Administrator or delegate, and the Payroll and Human Resources departments will review leave entitlements and where appropriate workload overload/underloads to ensure that they are appropriately balanced prior to determining an appropriate resignation date.
- 8.4 The Human Resources department will notify the employee in writing of any outstanding balances to be paid or collected as well as effective dates and procedures related to the termination of health and welfare benefits including pension.
- 8.5 The Administrator or delegate will ensure retrieval of all College property including equipment, books, cell phones, keys and access cards.

- 8.6 The Administrator or delegate will notify the College Services and Information and Educational Technology Services (IETS) departments to terminate access to the College e-mail and voice mail systems coincident with the resignation date.

9. RESPONSIBILITY

For further information concerning this policy, contact the Director, Human Resources.

10. APPENDICES

Not applicable.