

## 15.0

**Policy Title:** Employee Resignation

**Last Approved:** February 2025

### BACKGROUND

The purpose of this policy is to outline requirements for the voluntary resignation of an employee from the Saskatchewan School Boards Association ('Association').

### APPLICATION

This policy applies to all Association employees.

### POLICY STATEMENT

- a. Employees wishing to resign from their position shall notify their Director in writing specifying their last day of performance of assigned duties.
- b. Upon receiving written notice, the Director will:
  - Communicate acceptance of the resignation to the employee, in writing;
  - Notify the Executive Director and Corporate Services; and
  - Offer an Exit Interview to the departing employee. (Refer to 15.1.A Exit Interview Process)

### REFERENCES

15.1.A Exit Interview Process

15.1.B Exit Interview Form