



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Resignation

Except as otherwise specified in the employee's contract of employment, the University requires employees to provide a minimum of two (2) week's notice of resignation in writing to their immediate supervisor.

Resignation notice periods normally are expected to exclude any unused vacation entitlement. All keys and other University property must be returned in order to obtain payroll clearance.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.