



**Policy: Resignations and Retirements**  
**Policy Number: GB**  
**Policy Type: Personnel**

**Background**

This policy has been created to outline guidelines in the event that an employee or manager chooses to resign or retire. Administrative Procedure P-GE-105 will also address the issue of rescindment of notice if the employee, at a later date changes his/her mind.

The Hanover School Division Board of Trustees recognizes that in order for the school division to maintain continuity of service, employees resigning or retiring need to provide written notice, which shall not include any period for which vacation is due, to the school division.

An employee resignation means that the employee voluntarily gives up his/her employment relationship with the Division.

**Policy**

Where provisions regarding resignation or retirement exist within a collective agreement or Provincial Act or Regulation, those provisions shall apply.

All unionized employees' resignations or retirements shall be in accordance with the appropriate Collective Agreement and all other applicable Acts and Regulations of the Province of Manitoba.

Resignation of non-union support staff members or management personnel shall be in accordance with The Employment Standards Code and the individual employment contract between the support staff member or manager and Hanover School Division.

If an individual wishes to rescind their resignation or retirement, Hanover School Division will consider the request on a case-by-case basis.

Date Policy Created:	January 15, 2019
Date of last Review:	January 24, 2023
Reference(s):	<ul style="list-style-type: none"> <li>● The Manitoba Human Rights Code</li> <li>● Administrative Procedures - P-GE-105 - Resignation and Retirement Procedure</li> <li>● The Public Schools Act</li> <li>● The Employment Standards Code</li> <li>● Applicable Collective Agreements</li> <li>● Applicable employment agreements of non-unionized staff</li> </ul>
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