

		POLICY
SECTION: HUMAN RESOURCES	NO: HR-NO-01	
REFERENCE: NOTICE OF RESIGNATION OR RETIREMENT	Date: October 5, 2020	
		Next Review Date: October 2022

TITLE: NOTICE OF RESIGNATION OR RETIREMENT

1.0 POLICY STATEMENT

- 1.1 All employees are expected to give written notice of their intention to leave the employment of the City of Dryden. An employee who indicates his/her intention to resign or retire will be required to work his/her term of notice, and the last day worked will be considered the date of voluntary resignation or retirement. This provides the City of Dryden with time to recruit a replacement and to process the final pay and related documents.

2.0 NOTICE PERIOD:

- 2.1 All unionized employees must give a minimum of two (2) weeks' notice of their intention to resign or retire.
- 2.2 All non union – non supervisory employees must give a minimum of two (2) weeks' notice of their intention to resign or retire.
- 2.3 All non union – supervisory/management employees must give a minimum of four (4) weeks' notice of their intention to resign or retire.

3.0 EXIT PROCEDURES:

- 3.1 Any and all City of Dryden property (e.g. keys, I.D. cards, credit cards, clothing, etc.) in the possession of an employee who is resigning must be returned to the immediate Manager before the employee's final day of work. The immediate supervisor will complete the necessary steps as per the Exit Checklist.

3.0 **EXIT PROCEDURES:** Cont'd

- 3.2 Final pay will be issued at the next available payroll period.
- 3.3 Department managers are required to forward written notices to the Human Resources Department, within twenty-four (24) hours following the date they receive the notice.

History			
Approval Date:	May 19, 2009	Approved by:	By-Law 3688-2009
Amendment Date:	October 18, 2017	Approved by:	CAO Approved
Amendment Date:	October 5, 2020	Approved by:	CAO