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**VOLUNTARY RESIGNATION**

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Vice-President Administration
<b>Related Policies / Legislation</b>	

**PURPOSE**

This policy supports the planning and management of human resources development.

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**SCOPE**

This policy applies to all employees of the University of the Fraser Valley.

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**DEFINITIONS**

In this policy, the following definitions apply:

**Exempt Managerial Employees:** Include all associate deans, executive directors, directors and associate directors.

**Resign/Resigned/Resignation:** The voluntary relinquishing of an employment relationship with the university, initiated by the employee.

**Senior Administrative Employees:** Include all vice-presidents, associate vice-presidents and deans.

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**POLICY**

In order to facilitate planning for replacements, employees who are voluntarily leaving the university are expected to provide reasonable and irrevocable notice in writing of their intent to resign to their immediate supervisor, with a copy to the attention of the Associate Vice President, Human Resources.

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 (e.g. failing to return from leave or not reporting for duty due to alternate employment, or combined with unsuccessful attempts to contact by the university through written notice and/or other means.)

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## REGULATIONS

Employees who are voluntarily leaving the university must submit their resignation in writing to their immediate supervisor, with a copy to the attention of the AVP. The notice must be signed and provide the date of resignation. The date of resignation will be consistent with the last day of active work; accrued vacation and other banked time may not be used to extend service with the university without the written approval of the AVP. Employees may complete the Notice of Resignation Form, available on the Human Resources website, or may provide a written and signed acceptable equivalent.

Employees are expected to provide reasonable notice to supervisors of their intent to resign in order to facilitate planning for replacements as follows:

- Permanent tenured faculty employees and senior administrative employees will normally provide at least four (4) months' notice.
- Permanent non-tenured faculty and exempt managerial employees will normally provide at least three (3) months' notice.
- Permanent included and exempt staff employees will normally provide at least three weeks' notice.
- Temporary employees are requested to provide two (2) weeks' notice.

A written notice of resignation will normally be final once signed and submitted. An employee who subsequently wishes to revoke his or her decision must submit a written request outlining reasons to the AVP. The AVP will consult with the appropriate vice president before providing the final decision of the university in response to the request.

Employees are responsible for providing a valid forwarding mailing address, if applicable, to ensure any university correspondence is sent to the appropriate location.

Employees are also responsible for ensuring the return or transfer of ownership of all items belonging to the university, including, but not limited to files/documents, keys, cell phones or other electronic communication devices, credit cards, laptop computers/iPad etc. Where applicable, employees who fail to do so will be charged the full replacement cost of the item or items.

### Internal Transfers

Reasonable notice is expected when an employee transfers from one department to another department within the university. The employee will notify his or her current supervisor in writing immediately on accepting the offer of a position elsewhere in the university. The supervisors in the two departments concerned should, in consultation, arrive at a mutually acceptable transfer date. This date may be shorter than the required notice period, but will not normally be longer.