

## **SAMPLE EMPLOYEE RESIGNATION POLICY**

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### **PURPOSE**

To set out the rules governing the resignation of employees of the First Nations Health Organization.

### **POLICY**

Employees wishing to resign from the employment of the First Nations Health Organization must do so in accordance with the provisions of applicable provincial statute and where, stated, applicable provisions of the terms and conditions of employment.

### **POLICY APPLICATION**

1. Employees categorized as administration/management wishing to terminate their employment are required to give the Director of Health four (4) weeks written notice. In the case of the Director of Health the written notice shall be provided to the Board of Directors.
2. All other employees wishing to terminate their employment are required to give the Director of Health and or immediate supervisor two (2) weeks written notice.
3. The resigning employee shall receive adjustments made on the last pay cheque for items such as vacation pay and approved overtime, etc.
4. The resigning employee will surrender any First Nations Health Organization property that he/she may have as a result of employment.
5. In the event that the employee has not given sufficient written notice (as above mentioned), the Health Organization may retain a portion of the vacation pay and/or other sums due to the employee.
6. In special circumstances, with the consent of both parties, an employee may terminate his/her employment with less notice. The special circumstances to the resignation will be reviewed by the Director of Health.