



HUMAN RESOURCE POLICY

12.0 TERMINATION AND LAY-OFF
12.02 RESIGNATION

Purpose

It is in the interest of the operations of the Saskatchewan Information and Privacy Commissioner (IPC) that an employee provides sufficient notice when he or she resigns. This policy outlines what is considered sufficient notice.

Application

This policy applies to all employees of the IPC.

Policy

An employee must provide the IPC with written notice of at least two weeks stating the day on which the employee is ending his or her employment unless otherwise agreed to.

Where possible, employees shall provide as much notice as possible (in excess of two weeks, typically 30 days) of their resignation to enable planning to meet operational requirements and/or initiation of recruitment processes.

A person who resigns without providing any advance notice will be removed from the payroll immediately.

Authority

The Freedom of Information and Protection of Privacy Act, sections 43 and 43.1

Influencing Source

Legislative Assembly Service Human Resource Policy 12.2

Saskatchewan Public Service Human Resource Manual: Section 814