

Title	Resignation and Retirement
Number	D1004
Category	Human Resources

1. PURPOSE

To establish the general requirements, expectations, and effective dates of an employee-initiated resignation or retirement from employment at Langara College. This policy applies to all employee groups.

2. DEFINITIONS

Administrator – the exempt employee with supervisory and/or managerial responsibility to whom a resigning or retiring employee reports.

Resignation – the formal notification in writing by an employee terminating their employment relationship with the College.

Retirement – the formal notification in writing by an employee terminating their employment with the College and applying to commence their pension.

3. POLICY

- 3.1 Employees will notify their Administrator or delegate in writing of their intention to resign or retire from employment with the College in accordance with the notice provisions in their collective agreement or terms of employment.
- 3.2 Except where otherwise provided in collective agreements or terms of employment, employees are required to provide the College with at least 4 weeks written notice unless otherwise agreed to by their Vice-President.
- 3.3 The Administrator or delegate will notify the employee of the acceptance of their resignation or retirement in writing.
- 3.4 The last day of employment (resignation or retirement date) will be agreed upon between the Administrator and the employee. This will normally coincide with the end of the instructional term or cycle (for Faculty employees), or the end of a pay period for other employee groups.
- 3.5 CUPE, BCNU (BC Nursing Union) and Administrator employees resigning may not take accrued vacation during the notice period prior to the last day of work.
- 3.6 Notwithstanding 3.5 above CUPE, BCNU and Administrator employees retiring with greater than 4 weeks' notice, may take accrued vacation during the notice period prior to the last day of work, where operationally feasible and approved by the Administrator or delegate.

- 3.7 Once accepted, the employee may not revoke their resignation or retirement without the written approval of the appropriate Vice-President in consultation with the Director, Human Resource Services.

4. RESPONSIBILITY

For enquiries relating to this policy, contact the Vice-President, People and Culture.

5. REGULATIONS/PROCEDURES

[Resignation and Retirement Procedures](#)

History / Revision	
Origination Date	December 5, 2005
Amendment Date(s)	May 23, 2023 September 8, 2009
Next Review Date	May 23, 2026