

## **SECTION 10**

### **TERMINATION**

#### **10.03 RESIGNATION**

**AUTHORITY:** THE CIVIL SERVICE ACT

**ADMINISTRATION:** PEI PUBLIC SERVICE COMMISSION  
GOVERNMENT DEPARTMENTS / AGENCIES

#### **1. PURPOSE**

1.01 The purpose of this policy is to outline the process to be followed when resigning from the Civil Service.

## **2. APPLICATION**

2.01 This applies to an employee who is resigning from employment with the Civil Service.

## **3. POLICY/PROCEDURE**

### **3.01 Submitting a Resignation**

- a) An employee of the classified division(union) may resign by giving the employer at least two week's notice in writing of intention to resign, and stating the effective date of the resignation.
- b) An employee of the classified division (excluded) may resign by giving the employer at least sixty (60) days notice in writing, or by mutual consent, in writing, of the employee and the Employer and stating the effective date of the resignation.
- c) A Personnel-Payroll Transaction Form is to be completed by the Employing Authority, and forwarded to the P.E.I. Public Service Commission to remove the employee from the payroll effective the last working day on the resignation notice.

### **3.02 Withdrawal of a Resignation**

- a) A person may withdraw a resignation if the employer and the P.E.I. Public Service Commission approve and no other person has been appointed to the position.

### **3.03 Absence Without Leave**

- a) An employee absent without leave for ten consecutive working days shall be deemed to have resigned effective the first day of absence. (*Civil Service Act 34(3)*) But where an employee of the classified division satisfies the P.E.I. Public Service Commission that the absence arose from a cause beyond their control, the employee shall be reinstated.

### **3.04 Vacation and Sick Leave Credits**

- a) Employees who resign will be reimbursed for any vacation days earned, but not yet used.
- b) Employees who resign must reimburse the Employer for any vacation days taken in excess of days earned.
- c) Employees who have been advanced sick leave credits, and who resign before these credits have been reimbursed, must pay the Employer an amount equal to the benefits granted.

### 3.05 **Superannuation**

- a) See Section 4.03 (Pension) of this Manual, for information.