

Resignation/Retirement

Reviewed Date		Number	<i>HR0208</i>
Revised Date	<i>October 14, 2020</i>	Approved Date	<i>December 19, 1990</i>

Introduction

It is the Board of Health's intent to provide where possible continuous employment to all full and part time employees. The Board also recognizes that an employee may voluntarily end their employment through resignation or retirement.

Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members and employees of the procedure for a resignation or retirement from the agency. This policy does not apply to unionized employees who are referred to their collective agreement.

Legislative Authority

Employment Standards Act, 2000

Policy Definitions and Interpretation

N/A

Policy

There is a contractual employment agreement between full time and part time nonunion and managerial employees and the employer (the Simcoe Muskoka District Health Unit). The employment contract is normally for an indefinite period of employment, meaning until further notice, unless otherwise stated in an individual's employment contract.

When an employee announces their intention to resign or retire a written intention by the employee is required. If the direct supervisor has any concerns regarding the notice or the individual circumstances surrounding the resignation they may, at their discretion, choose to discuss the matter with the employee, and where possible and desirable, correct the situation in order to retain the employee.

Employees walking off the job, failing to either be available for work or failing to return to work will be deemed to have abandoned their position and therefor voluntarily terminated their employment.

Procedures

1. An employee who is a member of OMERS and who intends to retire is advised to request a pension quote a minimum of six months prior to their estimated retirement date, consult with OMERS or private retirement planning experts, speak with Human

Resources on employment details related to retiring and investigate and plan for Canada Pension.

2. A minimum of two months prior to the last day of employment, the employee will advise their direct supervisor in writing of their retirement date with a copy to Human Resources, unless their written employment contract states otherwise.
3. An employee who intends to resign will provide a minimum of two weeks' notice prior to the last day of employment. The letter will advise their direct supervisor in writing of their resignation date and reason for resignation with a copy to Human Resources. SMDHU reserves its right to waive this and any and all other advance termination/resignation notices given by an employee at its discretion.
4. The direct supervisor will as soon as possible acknowledge the employee in writing that they accept their retirement or resignation and will forward a copy of their response to Human Resources.
5. Benefits including family dental, major medical and life insurance will be offered to retiring employees at a cost-shared amount of 50% employee/employer contributions up to the age of 65. The employee must have been enrolled in SMDHU's benefit plans prior to their retirement and must be in receipt of the SMDHU OMERS pension to qualify for this option. The employee is responsible to notify Human Resources of their benefit requirements. Employees who resign will cease benefit coverage on their last day of employment. SMDHU reserves their right to discontinue to offer this gratuitous benefit in the future should SMDHU's financial environment dictate otherwise.
6. Vacation, sick leave and comp time pay-outs are outlined in their respective policies.
7. Human Resources will communicate directly with staff regarding resignation/retirement details and to arrange an exit interview.
8. An employee will receive a record of employment with their final pay. It is the employee's responsibility to advise Human Resources of any address change, post-employment.

Related Policies

HR0206 Temporary Lay-Offs

HR0207 Termination Compensation

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

Revised: May 14, 2008

Revised: Oct. 23, 1996

September 2010 Policy re-numbered – previous number B3.155

October 14, 2020 Revision and notice to direct supervisor