



POLICY AND PROCEDURE MANUAL

SECTION: Human Resources

POLICY: HR 09

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September 2016; September 2015, June 2013

TERMINATION OF EMPLOYMENT

Policy

Any employee resigning from Contact Brant must provide a minimum of 2 weeks written notice of termination.

Contact Brant, where appropriate, will provide notice of termination as required by the Employment Standards Act and employment contracts.

Procedure

1. Employees resigning must provide a letter of resignation to their Supervisor, providing the required notice. As much advanced notice as possible above minimum requirements is appreciated.
2. Employees terminated for cause will receive a written notice of termination without pay from the Chief Executive Officer. Refer to the Progressive Discipline Policy.
3. Employees may be terminated without cause at any time by notice from the Chief Executive Officer in writing, or pay in lieu of notice as required by the Employment Standards Act.
4. A voluntary exit interview will be offered to each resigning employee by their Supervisor. Exit interviews help the organization to understand why an employee is resigning and make improvements to retain employees through remedial and strategic planning.
5. The final pay will be adjusted as follows:
 - Any Banked Hours owed to the employee, in accordance with the Hours of Work Policy, will be added to the employee's final pay if the employee and Supervisor cannot arrange for the lieu time to be taken prior to the leave date.
 - Any vacation that the employee has earned but not taken will be added to the employee's final pay (Refer to the Vacation and Holiday Policy).
 - Any vacation or sick leave that the employee has taken, but not yet earned, will be deducted from the employee's final pay (Refer to the Vacation and Holiday Policy; Sick Leave Policy).