



Resignation/Termination – Notification to Human Resources

Category: Human Resources;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: March 11, 1976;

Amendments: November 13, 2003.

Because of the University's computerized method of paying full time employees, it is possible that a resignation or termination notice for an employee might be delayed in reaching the Human Resources Department beyond the point at which an unearned paycheque was prepared and distributed.

Supervisors and department heads should immediately notify the Human Resources Department by phone or e-mail of any resignation or termination of a full time staff member. In addition, the original letter of resignation should be forwarded to Human Resources as soon as possible thereafter.

Review Period: 7 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please

contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.