

SECTION 13

RESIGNATION

- 13.01 A staff member is required to provide the Dean with eight (8) weeks prior written notice of resignation if the staff member wishes to resign in good standing. For each calendar week or fraction thereof that the written notice falls short of eight (8) weeks, the staff member shall be required to forfeit 0.075 of the staff member's biweekly salary rate.
- 13.02 A staff member may request to withdraw their resignation under extraordinary circumstances. The Association recognizes that the decision to rescind the resignation rests with the Institute.