

 BOARD POLICY	Policy Name: Termination of Employment (by Employee)	Policy Number: 3.11	
	Approval Signature:	Section: Personnel	Page 1 of 2
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

TERMINATION OF EMPLOYMENT (BY EMPLOYEE) POLICY

1. PURPOSE

The purpose of this policy is to establish clear and fair procedures for the termination of employment by an employee at the NACC while protecting the rights and interests of both the organization and its employees.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

(a) General

- (i) This policy ensures a clear and fair process for employees wishing to resign or retire from their positions at the NACC and establishes guidelines for the required notice period, documentation, and the process to be followed when an employee decides to leave or retire.
- (ii) The goal is to provide structure and consistency in handling resignations and retirements, ensuring a smooth transition, and maintaining the integrity of the organization's operations.

(b) Guidelines – Notice Period

- (i) Employees who have worked for NACC more than 30 days but less than one (1) year, must give at least one (1) week's notice before the last day they plan to work. After employees have completed one full year with NACC at least two (2) weeks notice is required.
- (ii) Written notice must be given. The Employee should submit written notice to their immediate supervisor, with a copy to the Executive Director. A copy shall be placed on the Employee's Personnel File.
- (iii) Any Employee absent for three (3) consecutive days without notification or written authorization for leave will be considered to have resigned their position with the NACC unless there are unusual, unexpected circumstances and the absence is approved by the Executive Director.
- (iv) Retirement - Employees are required to provide a minimum of one (1) month of notice should they decide to retire. Staff are encouraged to provide a longer notice to allow for a smoother transition of duties.

(c) Return of NACC Property

All separating Employees are responsible for returning any NACC property, and all such matters must be settled by the time that the Employee is entitled to receive the final paycheck. All records, files, designs, or computerized data generated by an Employee in the course of employment are deemed to be the property of the NACC. Such material must be relinquished to the NACC when an Employee separates employment.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025
Revisions Approved: June 23, 2025