

Article 28: Resignation

- 28.01 A member who resigns shall give notice in writing to the appropriate Dean with copies to the Vice-President and the Association. The Employer shall send to the Association a copy of the letter accepting the resignation.
- 28.02 The dates on which resignations of faculty members normally take effect are May 31 and December 31. The faculty member shall give at least three (3) months notice. If the Employer agrees to accept a resignation tendered between March 1 and September 1, it reserves the right to establish May 31 as the effective date of resignation. If, however, a member is to take up a full-time university appointment elsewhere and the member is active at Concordia between June 1 and August 31, employment at Concordia University may, at the discretion of the Dean after consultation with the academic unit head, terminate on the date the member takes up such other appointment. In this context "active" means conducting research, supervising graduate or undergraduate students or discharging a part of their regular assigned teaching duties (Article 16.04) for the year commencing on June 1.
- 28.03 Librarian members who are on a leave without pay under Article 32 for a period of eight (8) months or more shall give at least three (3) months notice. In all other cases, the notice period is one (1) month. Resignation shall take effect at the end of the notice period.
- 28.04 Any of the above requirements may be waived by mutual agreement between the member and the Vice-President. The Vice-President shall send a copy of any such agreement to the Association.
- 28.05 Upon termination of employment, members who have not taken their entire vacation entitlement shall receive an indemnity that is equal to the number of vacation days earned and not taken.