



Section: **School-Personnel**
Policy #: **2540**
Policy: **Procedures for Employee Requesting Release from Contract**

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Procedures for Employee Requesting Release from Contract

Section 3 sub-section g) iv) of the Teacher's Contract and Section 3 sub-section j) ix) of the Support Staff's Contract was added in order to provide flexibility to both the employee and the employer in the event that an employee wished to be released from a contract. The 30 day clause gives the employer time to find a replacement and at the same time provides the employee the opportunity to have his/her contract terminated in a mutually acceptable, professional manner.

In the event that an employee wishes to invoke section 3 of the CONTRACT the following procedure is to be used.

1. The employee will make his/her intentions known to the Principal, furnishing a written request for a release from contract.
2. The Principal in consultation with the Superintendent will investigate the various replacement options available.
3. In the event that an appropriately qualified candidate is available within the 30 day period and is prepared to fill the position, then the employee wishing to terminate contract will be so informed by the Principal and a recommendation will be made to the School Council supporting the employee's request.
4. After discussion at the School Council level and its decision, a letter from the Superintendent's office will inform the employee that the release from contract has been granted.
5. In the event that a suitably qualified candidate is not available within the 30 day period, the employee requesting the release will be so informed. The expectation is that the contract will be honoured by the employee.