


STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: End of Employment	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30700	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 3	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

Employees may leave the organization for voluntary or involuntary reasons.

Voluntary:

- Transfer to another department
- Pursuit of other professional or personal opportunities
- Dissatisfaction or disagreement with management practices or organizational ethics
- Retirement
- Non-work-related personal situations.

Involuntary:

- Organizational restructuring
- Inability to perform job functions or responsibilities
- Violation of a condition of employment (for cause).

PROCEDURE INSTRUCTIONS:

Step	Action
End of Employment	
1	For all involuntary end of employment circumstances, contact your Human Resources representative. Processes for this are available in the Human Resources Manual at http://www.hr.gov.nt.ca/human-resource-manual/1600-termination-employment .
2	For all voluntary end of employment circumstances, the employee must complete Part

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Distribution: Laboratory Quality Manual	Page: 2 of 3	

	1 of the Resignation and Acceptance Form located in the shared drive.
3	The form must be completed and submitted to the Supervisor at least 2 weeks prior to the last day of work.
4	The Laboratory Supervisor will hold the completed form for a minimum of 48 hours prior to completing the Supervisor's section of Part 1 and forwarding it to the Director of Operations.
5	The Director of Operations signs the form and emails it to the Human Resources department. Both the Laboratory Supervisor and the employee will be copied on the email.
6	On the last day of work (or before), the employee will meet with the Laboratory Supervisor and return all government assets and record on Part 2 of the form.
7	The Laboratory Supervisor will approve the employee's pay in PeopleSoft and contact the TSC to close off the employee's access to the various systems. The Supervisor will record these activities on Part 2 of the form and file it in the employee's personnel file.

RELATED DOCUMENTS:

- Resignation and Acceptance Form

REFERENCES:

- Clinical and Laboratory Standards Institute. (2015). *Laboratory Personnel Management* (First Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Human Resources, Government of the Northwest Territories. (n.d.). *Human Resources Manual*. Retrieved December 16, 2015, from Human Resources: <http://www.hr.gov.nt.ca/resources/human-resource-manual>

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Distribution: Laboratory Quality Manual	Page: 3 of 3	

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	16Dec15	Initial Release	C.Russell