



Policy

If a teacher holding a continuing contract plans to leave the school, he or she must inform the employer in writing as per contract.

Procedures

1. A continuing contract issued by the employer continues from year to year unless terminated by the resignation of the teacher.
2. A continuing contract may be terminated by the employer where the teacher has breached the employment conditions.
3. A resignation must be submitted to the Superintendent of Schools no later than the 15th of February if it is to be effective for the following September. This enables the Schools and CISPG to recruit dynamic Catholic Teachers at job fairs in January and February.
4. A continuing contract may be terminated during the year on sixty days notice or for a shorter notice period by mutual agreement between the employer and the teacher.
5. A teacher who resigns from a continuing contract and later requests to be re-instated must reapply for a vacancy.

References:	Date: August 2023
	Revisions: