

**MINISTRY OF ECONOMY**  
**RESIGNATION POLICY**  
**INTERNAL USE ONLY**

**1.0 INTENT**

1.1 The purpose of this Policy is to guide and administer the resignation process at Ministry of Economy.

**2.0 REFERENCE DOCUMENT**

2.1 This Policy is issued to complement requirements under the:  
(i.) General Orders, section 214;  
(ii.) Terms and Conditions for GWE(s).

**3.0 APPLICATION**

3.1 This Policy applies to all MOE employees except the Permanent Secretary.

**4.0 ABBREVIATIONS**

GWEs-Government Wage Earners  
HOS-Head of Section  
HR-Human Resources  
MOE – Ministry of Economy  
PS - Permanent Secretary for Economy

**5.0 REQUIREMENTS OF THE POLICY**

**5.1 RESIGNATION PROCESS**

5.1.1 An employee wishing to resign, must submit their resignation letter addressed to the Permanent Secretary, through his/her immediate supervisor and the respective Head of Section.

5.1.2 The resignation letter may be submitted either in person or through email, to the immediate supervisor.

5.1.3 Verbal resignation is **not** an acceptable form of resignation. If an employee ceases to attend to work on the strength of a verbal resignation, MOE shall treat such termination as abandonment of employment after 7 consecutive days of absence.

5.1.4 Upon receipt of the resignation letter, the supervisor/manager shall forward the resignation letter to the PS through the respective HOS.

5.1.5 The Permanent Secretary will acknowledge and forward to HR for processing and inclusion in the employee's personal file.

**5.2 RESIGNATION NOTICE PERIOD**

5.2.1 The resignation notice period must be given, as per applicable below:

- (i.) Contract period of 1 year or more - at least 30 consecutive days resignation notice period;
- (ii.) Contract period of less than a year – at least 2 weeks resignation notice period; and
- (iii.) GWEs – at least 1week resignation notice period.

5.2.2 The resignation notice period may be waived at the discretion of the PS in exceptional circumstances.

5.2.3 Employees who require termination of employment contract at short notice may be required to pay the Ministry, in lieu of the necessary resignation notice period, the sum that is equivalent of the salary between the date of departure and the date the employee would have departed with the mandatory notice period.

### **5.3 HUMAN RESOURCES CLEARANCE**

5.3.1 Employees who have submitted their resignation notices must complete the handover formalities and fill the Exit Form before departure from the Ministry.

5.3.2 On the employee's last day of employment, he/she must return all MOE-owned equipment and assets, and delete confidential files and passwords from their personal devices. A member of the HR or the employee's supervisor, must sign and acknowledge on the Exit Form, the receipt of all the relevant equipment the employee was using while employed.

5.3.3 Any balance in benefits or entitlements shall be paid upon the completion of the handover formalities and submission of the Exit Form.

5.3.4 On departure, employees shall be provided with a letter stating the nature of their employment and the period of employment at MOE. This shall only be issued if all the formalities of resignation have been met.

5.3.5 In situations where the total payments due by the employee exceeds payments due to them by the employer, the employee must clear all payments before exit of employment.

### **6.0 EFFECTIVE DATE**

6.1 This Policy will come into effect on the date of its endorsement by the PS.

### **7.0 REVIEW OF POLICY**

7.1 The Policy will be reviewed after every two (2) years, or earlier if necessary.

  
**Makereta Konrote**  
**Permanent Secretary**