



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to work with retiring employees to prepare for staff departures by identifying and developing strategies to fill key positions.

POLICY STATEMENT:

A) NOTIFICATION

- 1) Once an employee has decided to retire, they must provide a signed letter providing six (6) months notice to the Chief Administrative Officer or their designate indicating the day of retirement.
- 2) Employees who are eligible for retirement may schedule their accrued holidays up to and including their actual date of retirement.