



EMPLOYEE RESIGNATION PROCESS

Step by step guide for processing your resignation via mySelf

Employee logs into mySelf and selects Employment > Select the current job you wish to resign from

Scroll to 'Resignation Notification' & complete Info required. (If applicable, you can tick 'resign from all positions' here)

Employee must give Manager the minimum notice period (see Section 3 Schedule A on My NL)

You will receive an email confirming your submission of resignation

Confirm if you have more than 1 job/position in council by selecting the following

Myself > Personal Tab > My Personal Details & complete the information below & Save

Please confirm if you have more than one current job with NLC.
 Yes No

If you've more than one position, please confirm the service name for Job 2:
 Chief Executive's Office

If you've more than two positions, please confirm the service name for Job 3:
 Education & Families

Save Cancel

Once you have submitted your resignation request, a cooling off period (48 hours) will begin. This will give you the opportunity to discuss the resignation with your manager. You can also delete your request within the COP by following the pervious steps and selecting 'Delete'.

Once your manager has received your resignation, a discussion regarding your remaining AL (if app.) will take place. Your manager will update the relevant information to ensure your final wage is processed accurately.

You will receive a confirmation email once your manager has actioned your resignation

Please ensure you return any ID Badges, Fobs or equipment back to your line manager before leaving.

Your P45 will be available within your mySelf account along with an Exit Interview Questionnaire which will be available for a 14 days after our resignation date.