

	POLICY	
	HR-109 Resignation of Station-based Members	
	Original Date	Revision Date
	July 07, 2001	December 1, 2020

Policy

Station based members who wish to resign must submit a written resignation to their Station Leader that includes a resignation date. The written resignation must be submitted to the Manager Human Resources.

Where a member has been inactive for (3) three months, without the written approval of the Station Leader, they will be deemed to have resigned.

Reason for Policy

RCMSAR is a volunteer-run organization and members may find that their commitment to RCMSAR cannot be balanced with the other commitments in their lives.

Guidelines

A resignation or written approval “in writing” includes a message in writing sent by regular mail, e-mail or by fax.

The Station Leader will forward a copy of the notice of resignation/termination to Headquarters. A copy shall also be retained by the station.

- The resignation will take effect on the date of resignation provided;
- A termination for inactively shall take effect on the first day following three (3) months of unapproved absence.

The resignation will be entered into the SMS by Headquarters. A former member may reapply for membership if they have left RCMSAR in good standing. Such members, except those who have been gone for a period of less than three months, or have written approval for a leave of absence, will be required to complete the full application process for membership including a PIC/VSC.