



Departing Employee Access to ICT Resources

Under normal circumstances, access to the divisional email and ICT resources will be disabled the day after the employee's departure related to resignation or retirement. Employee user accounts and profiles will also be disabled but not deleted. Access to the divisional email and ICT resources may be disabled immediately upon termination or mutual end of employment.

In some instances, access to ICT resources can be sustained beyond these parameters. If staff require a slight extension in access, they must make a formal email request to the ICT Supervisor at least two weeks prior to their final day of employment.

It may be necessary for a supervisor to access work files or email accounts after an employee's departure from the Division in order to preserve continuity of work. Therefore, employees are encouraged to remove any personal files or emails from Divisional computers and servers prior to their departure.