

**Policy Title: Resignation**

**Policy No: 403.05**

Notification of resignation of employment by a classified personnel employee must be given in writing fifteen (15) days prior to the final day of intended employment. The notice shall be transmitted to the Superintendent who will communicate the resignation to the Board of Trustees as part of the regular personnel report. Resignations may be formally accepted by the Superintendent.

If an employee desires to leave earlier than the fifteen (15) day time period, upon his/her request, he/she may be given permission by the Superintendent to leave earlier, provided that suitable replacement staff can be secured.

Resignations effective prior to the completion of the contract year will result in the forfeiture of vacation privileges unless the reason for resignation is ill health or other similar matters beyond the control of the employee.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1974
Reviewed:	02/13/2006
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