

4517.2 Resignation

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

Certificated Employee Resignations

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. An employee's written resignation shall become final and irrevocable forty-eight (48) hours from the time it was accepted by the Superintendent or designee. The resignation may not thereafter be withdrawn by the employee. Should the resignation be presented to the district on Friday, the employee may withdraw said resignation on or before twelve (12) noon of the following Monday.

Classified Employee Resignations

A resignation of a classified employee shall be final and irrevocable upon receipt by the Superintendent or designee. The effective date of the resignation shall be a date not later than the close of the school year in which the resignation is received.

Supervisory, confidential and Management Employee Resignations

A resignation of a supervisory, confidential or management employee shall be final and irrevocable upon receipt by the Superintendent or designee. The effective date of the resignation shall be a date not later than the close of the school year in which the resignation is received.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received (Education Code 44930, 45201)

Board Approved:
August 19, 2004
Effective Date: August 19, 2004