

## RESIGNATIONS

### Policy

It is the policy of the \_\_\_\_\_ School District to consider employee resignations in a manner that is timely and fair to both the employee and the School District.

### Implementation

A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. The resignation of a licensed employee will take effect on a date approved by the School Board after receiving the recommendation of the Superintendent.

A resignation by an unlicensed employee shall be submitted to the Superintendent and shall be effective upon acceptance by the Superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the Superintendent.

*Date Warned:*

*Date Adopted:*

*Legal Reference(s):*

*Cross Reference:*