

Personnel: GENERAL**Resignation of Employment**

Any district employee who desires to submit a resignation from employment must deliver written notice contained in a letter of resignation which indicates the date which the employee intends as the last day at work in the District. The Board of Trustees encourages employees to provide ample advance notice appropriate for the position held.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

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. However, an employee and the Superintendent or designee may agree with Board approval that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board.

Legal Reference:

EDUCATION CODE

- 35161 Board delegation of any powers or duties
- 44420 Failure to fulfill contract as ground for suspension of diplomas and certificates
- 44433 Unauthorized departure from service as unprofessional conduct
- 44930 Acceptance and date of resignation
- 45201 Power to accept resignation

CODE OF REGULATIONS, TITLE 5

- 80303 Reports of change in employment status
- 80304 Notice of sexual misconduct

COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Policy Adopted (Replaced Policy 4112.3): November 12, 2002
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