

Policy 4217.2: Resignation

Classified Staff

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

An employee's written resignation shall be submitted to the Board in care of the Superintendent or designee. The Governing Board shall set the date when the resignation takes effect. Once the date is formally set by the Governing Board, the resignation may not thereafter be withdrawn by the employee.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 Governing Board may agree 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 Governing Board. (Education Code 44930, 45201)