

BP 4217.2 RESIGNATION

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Positive supervisory action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The School Board retains the right to accept resignations of any employee and may fix the time when the resignations shall take effect. A resignation, once submitted, shall remain in full force and effect unless rescinded, in writing, by the employee who submitted it prior to action on the resignation by the School Board.

9/92

Adopted 3/23