



All Personnel

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.

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the Governing Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or the designee may not be withdrawn by the employee.

An employee and the 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 Board. (Education Code 44930, 45201)

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)

If a certificated employee leaves district service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Superintendent or designee shall report this fact, with supporting evidence, to the Commission on Teacher Credentialing.

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*

COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App. 3d 829, 166 Cal. Rptr. 89

Replaces BP 4117.2/4217.2/4317.2 (5/00)