

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

GENERAL
REQUIREMENTS

All resignations shall be submitted in writing to the Superintendent **or designee**. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

AT-WILL EMPLOYEES

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

CONTRACT
EMPLOYEES

~~BEFORE THE
START OF THE
SCHOOL YEAR~~

The Superintendent or designee shall be authorized to **receive a contract employee's** ~~accept the resignation of a contract employee submitted and effective~~ **at before the end start** of the school year **or** ~~If the resignation is submitted after the~~ **last day of the school year and before the** penalty-free resignation date. **The resignation is accepted upon receipt.** ~~established by law, acceptance is contingent on finding a suitable replacement.~~

~~DURING THE
SCHOOL YEAR~~

The Superintendent or designee shall be authorized to accept ~~For a~~ **contract employee's** resignation **submitted or** that is effective **at any other time.** ~~The~~ ~~during the school year after the contract employee has begun duty,~~ the Superintendent or designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

~~AT THE END OF THE
SCHOOL YEAR~~

~~The Superintendent or designee shall be authorized to accept a contract employee's resignation if submitted during the school year and effective at the end of the school year.~~

WITHDRAWAL OF
RESIGNATION

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.