

Keller ISD
220907

TERMINATION OF CONTRACT:
RESIGNATION

DFE
(LOCAL)

GENERAL REQUIREMENTS	All resignations shall be submitted in writing to the Superintendent. 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 accept the resignation of a contract employee submitted and effective before the start of the school year. If the resignation is submitted after the penalty-free resignation date established by law, acceptance is may be contingent on finding a suitable replacement.
DURING THE SCHOOL YEAR	For a resignation that is effective 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WITHDRAWAL OF RESIGNATION	Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

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