

TERMINATION OF CONTRACT:  
RESIGNATION

DFE  
(LOCAL)

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| 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. <del>The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board or its designee.</del> |
| <del>DURING SCHOOL YEAR</del>              | <del>Contract employees may not resign during the school year, after active duty has begun, without the consent of the Board or its designee.</del>   |
| <del>DURING SUMMER MONTHS</del>            | <del>Acceptance of a resignation after the deadline established by law [see DFE(LEGAL) preceding] is contingent on finding a suitable replacement.</del>  |
| <b>AT-WILL EMPLOYEES</b>                   | <b>The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.</b>   |
| <b>CONTRACT EMPLOYEES</b>                  | <b>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 contingent on finding a suitable replacement.</b>   |
| <b>BEFORE THE START OF THE SCHOOL YEAR</b> | <b>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.</b>   |
| <b>DURING THE SCHOOL YEAR</b>              |   |
| <b>AT THE END OF THE SCHOOL YEAR</b>       | <b>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.</b>  |
| <b>WITHDRAWAL OF RESIGNATION</b>           | <b>Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.</b>   |

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