

**Policy 4317.2: Resignation**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/1996 | **Last Revised Date:** 07/01/2001 | **Last Reviewed Date:** 07/01/2001

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 Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

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. However, 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)

| State                       | Description                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 80303                 | Reports of change in employment status; alleged misconduct                                                                       |
| 5 CCR 80304                 | Notice of sexual misconduct                                                                                                      |
| Ed. Code 35161              | <u>Board delegation of any powers or duties</u>                                                                                  |
| Ed. Code 44420              | <u>Failure to fulfill contract as ground for suspension of diplomas and certificates</u>                                         |
| Ed. Code 44433              | <u>Unauthorized departure from service as unprofessional conduct</u>                                                             |
| Ed. Code 44930              | <u>Acceptance and date of resignation</u>                                                                                        |
| Ed. Code 45201              | <u>Power to accept resignation</u>                                                                                               |
| <b>Management Resources</b> | <b>Description</b>                                                                                                               |
| Court Decision              | American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District (1980) 107 Cal.App.3d 829 |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                                                               |
| Code                        | Description                                                                                                                      |
| 4112.1                      | <u>Contracts</u>                                                                                                                 |
| 4117.7                      | <u>Employment Status Reports</u>                                                                                                 |
| 4317.7                      | <u>Employment Status Reports</u>                                                                                                 |
| 9270                        | <u>Conflict Of Interest</u>                                                                                                      |
| 9270-E(1)                   | <u>Conflict Of Interest</u>                                                                                                      |