

All Personnel

RESIGNATION

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation or resignation form 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.

If a certificated employee leaves the employment of the district during the school year without obtaining acceptance of his/her resignation, or leaves before the effective date of the resignation, the Superintendent or designee is directed to report this fact, with supporting evidence, to the Commission for Teacher Preparation and Licensing. The Commission may suspend the credentials of teachers who leave the district in this manner.

If a classified employee plans to leave the employment of the district prior to the end of the contract year, ample notice of intention to resign should be given. Normally, no less than two weeks notice should be given. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement when discussing options about the timing of the employee's resignation.

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or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.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 accepted by the Superintendent or designee. (Education Code 44930, 45201)

(cf. 4117.7 - Employment Status Reports)

Legal Reference: (see next page)

BP 4117.2(b)

4217.2

4317.2

All Personnel

RESIGNATION (continued)

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

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

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

Policy

adopted: June 24, 1997

revised: May 21, 2002

revised: April 25, 2006

reviewed: May 3, 2021

VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California