

**RESIGNATION**

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or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.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)

*Legal Reference:*

<b>State</b>	<b>Description</b>
5 CCR 80303	Reports of change in employment status, alleged misconduct
5 CCR 80304	Notice of sexual misconduct
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44420	Failure to fulfill contract as ground for suspension of diplomas and certificates
Ed. Code 44433	Unauthorized departure from service as unprofessional conduct
Ed. Code 44930	Acceptance and date of resignation
Ed. Code 45201	Power to accept resignation

Policy  
adopted: June 24, 1997  
revised: July 17, 2001  
revised: April 5, 2022

**VISALIA UNIFIED SCHOOL DISTRICT**  
Visalia, California