

*Voluntary Separations from District (Resignations from Employment)*

This Policy governs separation from the District due to resignation.

A resignation is a voluntary termination of employment initiated by the employee and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignation.

Employees are expected to give at least two weeks notice before leaving their employment with the District, unless a provision of law, an individual employment contract or a collective bargaining agreement provides for a different notice period, in which case the notice period required by law or the terms of an individual employment contract or collective bargaining agreement shall apply.

The Board authorizes the Superintendent or designee to accept resignations, including resignations in lieu of termination, of all District employees (except the Superintendent) without further Board action. Resignations accepted by the Superintendent or designee shall be listed in the consent agenda for the next regular Board meeting.

The Administrative Regulation related to this Policy will outline the procedures regarding both resignation and also final pay calculation for employees who have voluntarily resigned.