

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing. 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.

**At-Will Employees**

The Superintendent, employee's supervisor, or a human resources administrator shall be authorized to accept the resignation of an at-will employee at any time.

**Chapter 21 Contract  
Employees**

The Superintendent, employee's supervisor, or a human resources administrator shall be authorized to receive a Chapter 21 contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt.

The Superintendent, deputy superintendent, or executive director of human resources shall be authorized to accept a Chapter 21 contract employee's resignation submitted or effective at any other time. The Superintendent, deputy superintendent, or executive director of human resources shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

**Non-Chapter 21  
Contract Employees**

The Superintendent, deputy superintendent, or executive director of human resources shall be authorized to receive and accept a resignation from a non-chapter 21 contract employee [see DCE].

**Withdrawal of  
Resignation**

The resignation of an employee may not be withdrawn once the resignation has been submitted and accepted.