

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing to the Superintendent or designee. 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.

An employee may also resign by submitting a notification of resignation by U.S. mail, facsimile machine, electronic mail, District routing, or hand delivery to the human resources department. In the case of a resignation submitted by U.S. mail or District routing, the resignation shall be considered submitted when placed in the mail box or out box. In the case of a resignation submitted by facsimile machine or electronic mail, the resignation shall be considered submitted when sent or transmitted by the employee. In the case of hand delivery, the resignation shall be considered submitted when delivered.

**At-Will Employees**

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time. The resignation shall be accepted upon receipt.

**Contract Employees**

Resignation Not  
Requiring Consent

The Superintendent or designee shall be authorized to receive a 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 shall require no further action by the District and shall be accepted upon receipt.

Resignation  
Requiring Consent

When a contract employee submits a letter of resignation with an effective date during the contract term or less than 45 days before the first day of instruction, the Superintendent or designee shall either accept or reject the resignation.

If the resignation is accepted, the Superintendent or designee must convey acceptance to the contract employee in writing, in a manner that includes, but is not limited to, facsimile machine, electronic mail, text messaging, instant messaging, District routing, hand delivery, or U.S. Postal Service. Acceptance shall be deemed to have been conveyed upon sending the written acceptance in accordance with the method chosen by the District, which may include facsimile machine, electronic mail, text messaging, instant messaging, District routing, hand delivery, or U.S. Postal Service. Acceptance of the resignation shall be considered received by the contract employee when sent by the District.

If the resignation is rejected and the employee refuses to continue working for the District, the Superintendent or other Board designee shall submit the matter to the Board in order to pursue sanctions as allowed by law.

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Withdrawal of  
Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.