

**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 Superintendent or designee shall be authorized by the Board of Trustees to officially accept the resignation of any employee. The resignation shall be irrevocable at the time of receipt by the Superintendent or designee.

Legal References:

EDUCATION CODE

35161	Board delegation of any powers or duties
44930	Acceptance and date of resignation
45201	Power to accept resignation

Policy Adopted:

HS Board: 11/20/85

EL Board: 3/11/86

Policy Revised:

TUSD: 9/23/97