

**RESIGNATION OF STAFF MEMBERS**

The School Board authorizes the Superintendent to acknowledge resignations of employees. Any resignation must be in writing.

**I. TEACHERS**

Written notice of noncontinuation of a teacher’s contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year in accordance with the provisions of Policy GCG: *Professional Staff Probationary Term and Continuing Contract*. A teacher may resign after June 15 of any school year with the approval of the Superintendent or designee.

A teacher’s resignation request is submitted in writing at least two weeks in advance of the intended date of resignation and states the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent notifies the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. Licensed staff members will be notified in writing of the decision of the Superintendent, and if applicable, the decision of the School Board. In the event that the School Board or the Division Superintendent declines to grant the request for release on the grounds of insufficient or justifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher’s license, may be taken pursuant to regulations prescribed by the Board of Education.

**II. OTHER EMPLOYEES**

Other employees who wish to terminate their employment must give notice in writing at least two weeks prior to their desired separation date. Notice should be given to the employee’s immediate supervisor, who informs the Department of Human Resources. The Superintendent informs the School Board of the resignation at its next regular meeting.

- Adopted: March 4, 1999
- Amended: November 21, 2002
- Amended: December 3, 2015
- Amended: December 16, 2021

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-304.

- Cross Refs: GCG Professional Staff Probationary Term and Continuing Contract
- GCPD Licensed Staff Discipline
- GDB Support Staff Employment Status