

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 4317.2**  
Adopted: March 26, 2002  
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**PERSONNEL**

**Resignation of Management/Confidential Employees**

Any employee desiring to resign should make the statement in writing to the Superintendent, stating the time when such resignation is to become effective.

- a. The Superintendent shall be authorized by the Board to officially accept the resignation of any employee. The acceptance of the resignation shall be effective at the time of receipt by the Superintendent.
- b. The resignation and the effective date will be subject to ratification by the board at the next regularly scheduled meeting. A summary of the employees' service and reason for resignation will be provided to the Board prior to Board action.

In the event an employee is absent from duty for five consecutive days without notice or without presenting a written resignation, such action shall be considered as a resignation and acted upon as though it were written.