

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 4217.2
Adopted: March 26, 2002
Page 1 of 1

PERSONNEL

Resignation of Classified 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.
- 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 employee's 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 (5) 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.