

Salinas City Elementary School District

All Personnel

Policy #4017.2

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.

An employee's resignation shall become effective on the date set by the Superintendent or designee and may not be withdrawn by the employee. The Board authorizes the Superintendent or designee to accept this written resignation and to set its effective date.

An employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (EC 44930, 45201)

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. (EC 44930, 45201)

If a certificated employee leaves district service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Superintendent or designee shall report this fact, with supporting evidence, to the Commission on Teacher Credentialing.