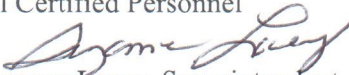


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Board Members
Donna Hudson, Ed.D.
Kathy P. Landers
John R. Ponder
Susan E. Shaw
Sandra T. Tuck

MEMORANDUM

TO: All Certified Personnel
FROM: 
Suzanne Lacey, Superintendent
DATE: May 1, 2024

RESIGNATIONS - Professional Reminder

All certified personnel are reminded of the ethical and legal requirements concerning resignations. The following is State Law (ACT 2011-270): *Certified personnel may resign up to **thirty-days before the beginning of the next school year, July 9, 2024.** After that date, the board has the legal right not to grant a release. After the thirty-day deadline, a request for release should be addressed directly to the Superintendent for review and consideration. Consideration will be given to such requests based on the following criteria: (1) needs of the school system; (2) availability of a replacement; (3) date of receipt of request; and (4) the needs of the individual.*

PAYROLL PERIODS AND EMPLOYMENT/CONTRACT DAYS

Please note: Payroll periods and contract days are available on the TCBOE website as noted below.

For information regarding payroll periods and employment/contract days, go to www.tcboe.org - select "Departments" then "Business Office" for **payroll periods** and select "Departments" then "Personnel" for **employment/contract days**. For more information or assistance, contact:

- Daphne Wideman in the Payroll Department regarding payroll periods (256-315-5114)
- Connie McGehee in the Personnel Department regarding employment/contract days (256-315-5136)

Please note that this information is also available by logging into the Employee Self-Service (ESS) portal on the system's website. Once on the TCBOE website select "For Staff", log into the ESS portal, and select:

- Documents
- View Company Documents
- Notices
- Resignation Notice, Payroll Periods, and Employment/Contract Days