

## **RESIGNATION**

### **1. Notice**

A regular employee may resign by giving written notice of the effective resignation date to the administrator or manager/supervisor. The requested minimum amount of written notice is fourteen (14) days unless stated differently in the collective bargaining agreement (CBA). However, the District, at its discretion, may waive the normal notice requirement and accept a resignation in good standing immediately upon receipt.

### **2. Return of District Property**

To resign in good standing, an employee must return all District property, including District ID, keys, tools, equipment, and other items of value on the last day of employment, or immediately thereafter.

### **3. Withdrawal**

Resignations are irrevocable and binding. However, under extenuating circumstances and at the sole discretion of the District, an employee may withdraw a resignation prior to its effective date.

### **4. Failure to Provide Notice**

Failure to give appropriate notice of resignation as required by this section may constitute cause for denying re-employment with the District unless there are extenuating circumstances relating to the failure to give timely notice, as determined by the District.

### **5. Job Abandonment**

The District may consider employees who are absent from work without approved leave for a period of three (3) consecutive work days to have abandoned their position and, thus, to have resigned. An employee who has completed an introductory period and contacts the District within three (3) workdays of the first absence may be provided the opportunity to explain the absences prior to the District finalizing the separation. CBA's may also contain specific language regarding job abandonment and/or unauthorized absences.

### **6. Administrator or Manager/Supervisor Responsibilities**

Following receipt of notification of an employee's resignation, the administrator or manager/supervisor will initiate the following actions:

- a. As soon as possible, forward the letter of resignation, completed employee's timesheet (if applicable), and the EPAR to the Human Resources Department.
- b. When practicable and circumstances allow for it, the employee will be encouraged to complete an exit survey.

### **7. Final Paycheck**

**LYON COUNTY SCHOOL DISTRICT**

**BOARD POLICY**

**GCAB**

The District shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the.

Policy #GCAB  
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