



PAMLICO COUNTY SCHOOLS RESIGNATION FORM



Employee Classification: ☐ Classified ☐ Licensed

I hereby tender my resignation from employment with the Pamlico County Schools. **Please complete the online exit survey at the following link or by scanning the QR code above this statement:** bit.ly/3Ro2fOV

Employee Signature _____

Date _____

Notice	Classified Positions: At least fourteen (14) calendar days' notice is expected. Less notice will be included as part of the personnel record of the employee and may influence future district employment.
	Licensed Positions: State law stipulates at least thirty (30) calendar days' notice. License revocation is allowable when acceptable notice is not given.
	Administrative Positions: At least sixty (60) calendar days' notice is expected. Less notice will be included as part of the personnel record of the employee and may influence future district employment.
	Early release may be approved by the supervisor as verified at the bottom of this form.

(EMPLOYEE: TURN PAGE OVER FOR IMPORTANT INFORMATION)

RESIGNATION DATA

Name _____
Last First Middle/Maiden

Address _____ City _____ State _____ Zip Code _____

Is this your W-2 address? ☐ Yes ☐ No If no, indicate W-2 address: _____

Date of Birth _____ Last four of Social Security # _____ Phone # _____

Personal Email Address _____ School _____ Position _____

Would you like your annual leave paid out? ☐ YES ☐ NO My last day of work will be: _____ / _____ / _____

List position(s) resigning: _____

Why are you leaving Pamlico County Schools?

- ☐ Retirement ☐ Resignation
☐ Relocation ☐ Career Change ☐ Continue Education ☐ Personal
☐ Self-Employed ☐ In lieu of dismissal ☐ Health/Disability ☐ Military orders
☐ To teach/work in another NC LEA (specify) _____ ☐ To teach/work in another state (specify) _____
☐ Did not report to work ☐ Family responsibility Other _____

****RETURN TO HUMAN RESOURCES UPON RECEIPT AND COMPLETION****

Principal/Supervisor's Signature: _____ Date: _____

Will you be holding this employee or releasing them early? ☐ HOLDING ☐ RELEASING

Effective Date of Release: _____ (Effective 5:00 PM. on this date)

Date Received by HR _____ HR Signature _____
05/2025

Important Information Regarding Your Resignation

1. **Medical Benefits** (if applicable) will end based on the following rules:
 - a. If you are an employee who is paid fewer than 12 months in a year and have made contributions for the non-work months, and whose employment terminates at the end of the school year, you will continue to be covered by medical insurance through the end of the period for which you have made premium contributions, with the understanding that if you are not employed by another State-covered employer under the State Health Plan at the beginning of the next work year, you will refund to Pamlico County Schools the amount of the employer's cost paid for you during the non-paycheck months;
 - b. If you are a 10-, 11- or 12-month employee and employment is terminated before the 16th of a calendar month, your medical insurance ends at the end of the month; if your employment is terminated on the 16th or later in the month and you have made the required contribution for any coverage in the following month, that coverage will be continued to the end of the calendar month following separation.
 - c. Medical premium overpayment for the summer months will be refunded in the final payout.
2. **Communication:** You will receive two important notices after your final day of work:
 - a. **Separation Letter:** Detailing the effective date of your separation; notice to return PCS property and advice in the event of transfer to another LEA.
 - b. **COBRA Notification:** Notifying you of your eligibility to continuing certain medical benefits under COBRA.
3. **Leave Balances**
 - a. **Leave in Case of Transfer between LEAs:** If you transfer between LEAs or to a state agency leave balances will be transferred to the hiring school system or agency.
 - b. **Annual Leave in Case of Transfer to/from Other State Agencies:** Leave may be transferred to/from a state agency or institution, community college, public university, technical institute, or from and organization covered by the State Personnel Act (e.g. some county agencies of mental health, public health, social services, or emergency management) if the agency is willing to accept the transfer. All or any portion of the unused leave may be accepted.
 - c. **Non-acceptance of Credit:** If the receiving agency refuses to accept credit for unused annual vacation leave or bonus leave, you will be paid in a lump sum for up to 30 days of accumulated annual vacation leave and for the bonus leave.
 - d. **Banking of Leave:** If you resign and are not immediately rehired in another North Carolina school system or state agency, your sick leave and personal leave will be maintained in our system for 60 months and payment will be made for annual leave days. Reinstatement of sick and personal days must follow the provisions of G.S.115c-336.
 - e. **Payout of Leave:** Employee who are not employed by another NC LEA or NC State agency will receive a payout of unused annual and bonus leave based on limits provided by law.
 - f. **Charter Schools:** There is no provision for public school employees to transfer leave to/from charter schools
4. **Final Payout**
 - a. **Unused Leave:** You will be paid in a lump sum for accumulated annual vacation leave, not to exceed a maximum of 30 days upon separation from service if you request it and if you are not going to work for another school system or state agency. Separation from service includes resignation (unless the employee is transferring to another LEA or state agency), dismissal, reduction-in- force, death, service retirement, beginning long-term disability benefit or change to temporary status.
 - b. **Timing:** To ensure an accurate final payout of leave balances, the Payroll Department pays out any eligible leave balances the month after your last regular pay date. For example, if you terminate/retire in May, you will receive your leave payout at the end of June. This delay allows time for final reporting of leave usage to be received and processed by Payroll.
 - c. **Leave Deficit:** If you are overdrawn with respect to leave, a deduction in the appropriate amount will be made from your final payout.
 - d. **Retirement:** A deduction for retirement must be made from all lump-sum payments of annual vacation leave. Receipt of lump-sum leave payment and retirement benefits is not considered to be dual compensation.
 - e. **Overpayment and Funds Owed to Pamlico County Schools:** Pamlico County Schools will deduct any overpayments or funds owed to the district from your final payout as allowed by law.

Employee Signature

Date

☐ By checking this box, I hereby request an in-person exit interview.