

Human Resources – All Personnel

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 written resignation shall be submitted to the Board in care of the Superintendent or designee. The Board shall set the date when the resignation takes effect. Once the date is formally set by the Board, the resignation may not thereafter be withdrawn by the employee.

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. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed date not later than two years beyond the close of the school year during which the resignation is received by the Board.

Legal Reference

EDUCATION CODE	DESCRIPTION
35161	Board delegation of any powers or duties
44420	Failure to fulfill contracts as ground for suspension of diplomas and certificates.
44930	Acceptance and date of resignation
45201	Power of the Governing Board to accept resignations and fix its effective date.
44242.5	Reports of change in employment status, alleged misconduct.
44433	Unauthorized departure from service as unprofessional conduct.

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status
80304 Notice of sexual misconduct

COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829