Voluntary Separations from District (Resignations from Employment)

This Policy governs separation from the District due to resignation.

A resignation is a voluntary termination of employment initiated by the employee and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignation.

Employees are expected to give at least two weeks' notice before leaving their employment with the District, unless a provision of law, an individual employment contract or a collective bargaining agreement provides for a different notice period, in which case the notice period required by law or the terms of an individual employment contract or collective bargaining agreement shall apply. The District reserves the right to retain a professional employee for up to 60 days after the employee submits their notice as set forth in the Pa. School Code.

The Board authorizes the Superintendent or designee to accept resignations, including resignations in lieu of termination, of all District employees (except the Superintendent) without further Board action. Resignations accepted by the Superintendent or designee shall be listed in the consent agenda as an information item in a regular Board meeting following the resignation within a reasonable time of the acceptance of the resignation by the Superintendent.

The Administrative Regulation related to this Policy will outline the procedures regarding both resignation and also final pay calculation for employees who have voluntarily resigned.

Adopted: January 25, 2016
Revised: April 23, 2018
Revised: May 28, 2024
Revised: March 23, 2026