

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Resignation of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-550</b>	<b>7/95</b>
	Reviewed:	Revised:	
<b>5/25</b>	<b>5/08</b>		

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Voluntary termination of employment may occur as a result of retirement or resignation.

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

**PROCEDURE**

The immediate supervisor shall forward copies the day received to Human Resources.

The payroll office will prepare final payment for the next appropriate scheduled pay day.