

CHAPTER 6.00 - PERSONNEL

6.52

RESIGNATIONS

POLICY:

- (1) Any administrative or instructional staff member who wishes to resign shall submit his / her resignation in writing addressed to the School Board. The letter of resignation shall state the reasons for the resignation and the desired effective date.
 - (a) The resignation of an administrative or instructional staff member may be accepted during the contractual period of service; provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.
 - (b) All resignations shall be processed through the Human Resources office.
 - (c) An employee who violates the terms of an employment agreement or written contract by leaving his / her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.
- (2) A non-instructional employee who wishes to resign shall submit his / her resignation in writing addressed to the School Board ~~on the prescribed resignation form~~. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. ~~The resignation shall be submitted to the School Board at its next regular or special meeting.~~

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- (3) The School Board hereby delegates to the Superintendent the authority to accept or reject resignations on the School Board's behalf. All resignations shall be irrevocable by the individual resigning once tendered unless the Superintendent otherwise consents in writing. The resignation shall be submitted to the School Board at a regular or special meeting.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.23;
1012.33; 1012.34; 1012.795, F.S.

HISTORY: ADOPTED: 8/21/01
REVISION DATE(S):
FORMERLY: 3.125

NOTES:

Please Refer To: Human Resources Procedures Manual