

## Administrative Regulation

Classified Employees, Resignation of

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.

The Board authorizes the superintendent or designee to accept the written resignation of an employee and to set its effective date, which shall not be later than the close of the school year. The resignation shall become effective on the date set by the superintendent or designee and may not be withdrawn by the employee.

The resignation relates only to the specific position from which the employee resigns and does not affect the employee's place on eligibility lists, except that the resigned employee's name will be removed from promotional eligibility lists.

Ref: EC Section 35161, 45201

Approved: February 3, 1997

Revised: August 27, 1979

Revised: March 4, 1986

Revised: July 1, 2000