

Resignations

Reference: Education Code Sections 87730, 88201

Resignations shall be submitted in writing to the Superintendent/President who shall inform the Board of Trustees. The Superintendent/President is authorized by the Board to accept the resignation of any employee. The resignation shall be effective at the time of receipt by the Superintendent/President. However, the employee shall set the actual date of separation, subject to approval by the Superintendent/President. No resignation date shall be approved that ends on or the day after a paid holiday. This date shall not be later than the close of the academic/fiscal year during which the resignation is received by the Superintendent/President.

At least two (2) weeks notice in writing is requested of any regular employee who may wish to resign. The effective date of the resignation shall be the last day of paid status.

(Formerly PVC Board Policies 4100, 4210 and 4540)

7/26/11 Board Information Item