Separation from Employment

A. **Certificated Staff Member Release from Contract**
Upon request a certificated staff member may be released from contract under the following conditions: A letter requesting release must be submitted to the superintendent's office. If accepted by the superintendent, the staff member will be released from contract by action of the superintendent. The superintendent is granted the authority to accept or deny the request as he/she deems appropriate under the circumstances.

B. Resignation
In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by not later than April 1..

The Superintendent is hereby authorized by the board to accept employee resignations, for both certificated and classified employees, upon such conditions as he/she deems appropriate. Board action is not necessary to effectuate a resignation that has been accepted in writing by the Superintendent.

Adoption Date: 2/22/16

Revised Dates: