

CLASSIFIED PERSONNEL

Separation--Resignation

Classified employee resignations shall be submitted in writing to the Superintendent or designee. Employees are encouraged to submit the reason for resignation in their written statements. Such statements shall request a specific date of effectiveness; normally, a minimum of two weeks notice should be given.

The effective date of resignations shall be set by the Superintendent or designee immediately following the submission of such resignations.

Employees who are absent from duty for a period of five (5) consecutive days without prior notice or explanation will be deemed to have vacated their position, and may be terminated immediately.

Legal reference

EDUCATION CODE

45201 Power to accept resignation and fix its effective date