

PERSONNEL SERVICES

Policy 4711

Separation

Resignation: Support Staff

Support employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

To be paid for any professional leave days accumulated, the employee must notify their direct supervisor in writing of their intention to retire prior to March 15. If the 15th falls on a weekend, the Friday prior to the 15th will be the last day.

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.