

**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 should notify the superintendent of their resignation or retirement by May 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent through their immediate supervisor as early as possible of their intent to resign, unless there are extenuating circumstances, no less than two weeks prior to their last working day.

At the discretion of the superintendent, resignations offered by certificated staff after June 1st may not be considered (as set forth in Policy 5251).

Adopted: September 24, 1987

Formerly: Policy 5252