

Resignation

Licensed employees must resign 30-calendar days prior to leaving the system. The 30 days are counted from the date of receipt of the resignation by the Office of Human Resources. Failure to give a 30-calendar day notice may result in license revocation. It is requested that non-licensed support staff give at least 14 calendar days' notice prior to resigning from the school system unless other arrangements are approved by their supervisor. Any employee separating from the school system will receive an exit interview form.

All personnel who resign and then return to employment or change status from full time to part time back to full time will be required to fulfill all requirements in place when returning.