

**Policy**

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SEPARATION

A certified employee shall submit their resignation in writing to the Superintendent of Schools at least 60 days prior to the effective date of resignation. This date shall be approved unless the Board of Education desires to accept the resignation sooner.

The resignation becomes effective upon its formal approval by the Board of Education, and may be withdrawn by the employee at any time prior the Board action.

Any employee of the School District who terminates his/her employment of their own volition with exception of retirement, or if released by the Board, will forfeit Board granted benefits accrued during their employment.

If an employee returns to the district after having had a prior service, said employee will begin with the same benefits as any other new employee, except as covered by New Jersey State law and/or the current collective bargaining agreement.

Date: 1994  
NJSBA Review/Update: November 2008  
Readopted: March 2009

Legal References: N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc; employment there under  
N.J.S.A. 18A:27-9 Teaching after notice of termination of contract  
N.J.S.A. 18A:28-8 Notice of intention to resign required