

LODI UNIFIED SCHOOL DISTRICT

Policy 4117.2
4217.2
4317.2

Personnel

Resignation

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation or District Resignation/Retirement Form, which indicates the date that the employee intends as his/her last day at work. The Board of Education encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to officially accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation is irrevocable and may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board.

Legal References: Education Code
35161 Board delegation of any powers or duties
44242.5 Change in employment status, alleged misconduct
44420 Failure to fulfill contract as ground for suspension of diplomas and certificates
44433 Unauthorized departure from service as unprofessional conduct
44930 Acceptance and date of resignation
45201 Power to accept resignation
Code of Regulations, Title 5
80303 Reports of change in employment status
80304 Notice of sexual misconduct
Court Decisions
American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Policy

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