

**Resignation**

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two (2) weeks notice should be given.

Positive supervisory action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the Governing Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee.

A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

**Legal References:**

EDUCATION CODE

- 45201 Power of Governing Board to accept resignation and fix its effective date
- 44930 Acceptance and date of resignation

CALIFORNIA COURT OF APPEALS, First District, 1980

AMERICAN FEDERATION OF TEACHERS,  
LOCAL NO. 1050 v. BOARD OF  
EDUCATION OF PASADENA UNIFIED  
SCHOOL DISTRICT (see California School Law  
Digest, Vol. VIII No. 8, August 1980, Page 97)