

RESIGNATION OF STAFF MEMBERS

The superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the superintendent. In the event that the Board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be written and given to the employee's immediate supervisor, who will inform the superintendent. The letter of separation must be submitted to the supervisor and to the Office of Human Resources. The superintendent will inform the School Board of the resignation at its next regular meeting.

- ADOPTED:** February 8, 1983
- REVISED:** November 11, 1986
April 11, 1989
July 1, 1991
November 13, 2012
- LEGAL REFERENCES:** Code of Virginia, 1950, as amended, § 22.1-304.
8 VAC 20-440-160.
- CROSS REFERENCES:** GCPD Professional Staff Discipline
GDB Support Staff Employment Status