

**Personnel**

**Resignation**

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

The Board authorizes the Superintendent or designee to 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or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.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 fiscal 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. (Education Code [44930](#), [45201](#))

Legal Reference:

EDUCATION CODE

[35161](#) Board delegation of any powers or duties

[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