

## EMPLOYEES

**Policy Title: Classified Employee Resignation**

**Code No. 413.1**

Resignations shall be in writing, signed by the resigning party, and directed to the superintendent of schools.

The Board recognizes that circumstances may force an employee to request a release from a contract before the contract expires; therefore, an employee will be released from his or her contract at any time, provided that a suitable replacement can be found.

Legal Ref:

Cross Ref:408.1 Support Personnel Contracts.

Adopted September 12, 1983

Revised December 13, 2004