

CHAPTER 6.00 – HUMAN RESOURCES

RESIGNATIONS

6.52

- (1) Any administrative or instructional staff member who wishes to resign shall submit his or her resignation in writing addressed to the School Board. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. Any resignation must be approved by the School Board before it is considered final.
 - (a) The resignation of an administrative or instructional staff member may be accepted during the contractual period of service, provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.
 - (b) All resignations shall be processed through the Superintendent's office.
 - (c) An employee who violates the terms of an employment agreement or written contract by leaving his or her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.
- (2) A educational support employee who wishes to resign shall submit his or her resignation in writing addressed to the School Board on the prescribed resignation form. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his or her immediate administrative supervisor. The resignation shall be submitted to the School Board at its next regular or special meeting. Any resignation must be approved by the School Board before it is considered final; the School Board may refuse to accept any resignation for cause.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.23, 1012.33, 1012.34, 1012.795, F.S.

STATE BOARD OF EDUCATION RULES: 6B-4.0041; 6B-4.0044;
6B-4.0046; 6B-4.0048

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04
FORMERLY: 3.024, 3.025, 3.06, 3.45, 4.05