

FULLERTON SCHOOL DISTRICT

ALL PERSONNEL

Policy No.: 4065

Resignation

Board Adopted: November 29, 2005

Any Fullerton School District employee who desires to resign his/her position shall submit, in writing, a letter of resignation that indicates the date that the employee intends as his/her last day at work. The Board of Trustees 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or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.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 school year during which the resignation is received. However, an employee and the Board of Trustees 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.

Legal Reference:	Education Code	
	35161	Board Delegation of Any Powers or Duties
	44242.5	Reports of Change in Employment Status, Alleged Misconduct
	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