

## **RESIGNATION**

An 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 of paid service. Employees are encouraged to provide adequate advance notice of their resignation.

An employee's written resignation shall be submitted to the Monterey County Superintendent of Schools (County Superintendent) or Chief Human Resources Officer. The County Superintendent or Chief Human Resources Officer shall set the date when the resignation takes effect. Once the resignation is accepted by the County Superintendent or Chief Human Resources Officer, the resignation may not thereafter be withdrawn by the employee.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 resignation is received. However, an employee and the County Superintendent or designee 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 County Superintendent or designee.

*(cf. 4117.7-Employment Status Reports)*

### *Legal Reference:*

#### EDUCATION CODE

44242.5	<i>Reports of change in employment status, alleged misconduct</i>
44420	<i>Failure to fulfill contract as ground for suspension of diplomas and certificates</i>
44433	<i>Unauthorized departure from service as unprofessional conduct</i>
44930	<i>Acceptance and date of resignation</i>
45201	<i>Power to accept resignation</i>

#### CODE OF REGULATIONS, TITLE 5

80303	<i>Reports of change in employment status</i>
88304	<i>Notice of sexual misconduct</i>