

## PERSONNEL

File: GCPB

### RESIGNATION OF STAFF MEMBERS

The Superintendent of schools is authorized to acknowledge resignations of employees upon receipt of written notification. A teacher may resign after June 15 of any school year with the approval of the Superintendent. A teacher shall request release from contract at least two weeks in advance of intended resignation date. The request shall be in writing setting forth the cause of resignation.

The teacher may, within one week of written request for release from contract, withdraw a request to resign. Upon the expiration of the one-week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. In the event that the Board or the division Superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education. The Board shall be informed at their next scheduled meeting of all resignations and take appropriate action on those resignations.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Superintendent. The Superintendent will inform the School Board of the resignation at its next regular meeting.

Each employee who is separating from employment regardless of the length of service, his/her position, or the circumstances of separation, shall be encouraged to participate in an exit interview. The Director of Human Resources/designee will conduct all exit interviews, at a mutually agreeable time.

Adopted: February 19, 1998  
Revised: March 20, 2008  
Revised: July 5, 2012

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Legal References: Code of Virginia, 1950, as amended, § 22.1-304  
8 VAC 20-440-160

Cross References: GCPD Professional Staff Discipline  
GDB Support Staff Employment Status