

# Salinas Union High School District

All Personnel

Policy #4017.2

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## RESIGNATION

Any District employee who desires to resign his/her position shall submit, in writing, a letter of resignation that indicates the date which the employee intends as his/her last day at work. The date of the resignation shall not be later than the close of the school year during which the resignation has been received by the Board. Such statement is to be directed to the Governing Board in care of the Superintendent of Schools.

The resignation may be accepted in writing by the Superintendent or designee. When accepted by the Superintendent or designee, the resignation is final and may not be withdrawn. The date of resignation must be approved by the Governing Board.

The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

(cf. [4117.7](#) - Employment Status Reports)

Legal Reference:

### EDUCATION CODE

[35161](#) Board delegation of any powers or duties

[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

### COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Adopted: 11/24/81

Revised: 9/9/03