

CLASSIFICATION: All Personnel

ADOPTED: 7/14/76

REVISED: 5/10/95

SUBJECT: Resignation of Employees

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An employee of the County Superintendent of Schools shall resign in writing.

The County Superintendent of Schools or his/her designee may officially accept an employee's resignation, which may not be revoked without mutual consent of the County Superintendent of Schools and the employee.

The County Superintendent of Schools or his/her designee may require an employee to use any accumulated vacation leave prior to the effective date of the resignation.

Derivation: Former Board Policy No. 4173.1, Resignation, Adopted 7/14/76. Amended, Renamed, Renumbered 4014, 5/10/95.

**Legal References: Education Code
35161, 44930, 45201**