

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.09 - Resignations

POLICY

- (1) Any person who wishes to resign or to secure release from his/her contract shall submit his/her resignation in writing addressed to the Board. The letter of resignation shall state the reasons for the resignation and the desired last working day. The resignation of any staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the Board. No resignation shall become effective until accepted by the Board.
 - (a) The resignation of a member of the instructional or administrative staff will be accepted during the contractual period of service; provided, that an acceptable reason is given and a qualified and satisfactory replacement is available.
 - (b) Any employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.
- (2) All resignations shall be processed through the Office of the Superintendent.
- (3) Any employee wishing to secure release from his/her contract shall submit his/her resignation in writing to the Board in an approved form.

STATUTORY AUTHORITY:

1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED:

1012.22 (5), 1012.23, 1012.33 (2),
1012.34, F.S.

STATE BOARD OF EDUCATION RULE:

6B-4.0041, 6B-4.0044, 6B-4.0046, 6B-
4.0048

HISTORY:

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