

## RESIGNATION OF STAFF MEMBERS

The Superintendent ~~of schools~~ is authorized to acknowledge resignations of employees. Any resignation must be in writing.

~~Teachers~~—A teacher may resign after June 15 of any school year with the approval of the Superintendent. The teacher shall request release from a contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, 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. Licensed staff members will be notified in writing of the decision of the Superintendent, and if applicable, the decision of the School Board. In the event that the School Board or the Division Superintendent declines to grant the request for release on the grounds of insufficient or justifiable cause, and the teacher breaches such contract, disciplinary action, which may include ~~pursuit of~~ revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

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

Adopted: March 4, 1999  
Amended: November 21, 2002  
Amended: December 3, 2015

[Amended:](#)

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-304.

~~8 VAC 20-440-160~~

Cross Refs: GCPD Licensed Staff Discipline  
GDB Support Staff Employment Status