

## RESIGNATION OF ~~LICENSED~~ STAFF MEMBERS

The ~~S~~uperintendent ~~of schools~~ is authorized to acknowledge resignations of ~~employees~~ licensed staff. Any resignation must be in writing.

Teachers may resign after ~~June~~~~April~~ 15 of any school year with the approval of the Superintendent. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the ~~S~~uperintendent 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 ~~S~~uperintendent. Licensed staff members will be notified in writing of the decision of the ~~S~~uperintendent, and if applicable, the decision of the School Board. In the event that the School Board or the ~~D~~ivision ~~S~~uperintendent 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 Virginia Board of ~~Education~~ Education. (8VAC 20-21-660).

Other employees who wish to terminate their employment must give notice at least 2 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:

Legal Refs.: Code of Virginia, 1950, as amended, section 22.1-304.

8 VAC 20-440-160

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