

RESIGNATION OF STAFF MEMBERS

The Assistant Superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign effective June 30th each year prior to entering into a contract for next school term. Employees eligible for retirement under the Virginia Retirement System shall provide written notice of their desired separation date.

The teacher shall request release from 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. Approval of a resignation after June 15th or during the current academic school year, shall be contingent upon the division securing a licensed qualified candidate for their teaching position.

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. In the event that the Board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include 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 written notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Assistant Superintendent. The Assistant Superintendent will inform the School Board of the resignation at its next regular meeting.

Adopted: February 14, 1995

Revised: May 9, 2017

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

8 VAC 20-440-160.

Cross Refs.: GCPD Professional Staff Discipline
 GDB Support Staff Employment Status