

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 3

Date: 7/29/91

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.2 CERTIFICATED PERSONNEL

SECTION 4.244 RESIGNATION

An employee who desires to resign in good standing shall submit a resignation in writing as far in advance as possible of the intended termination date. The Superintendent, or designee, is authorized to accept, on behalf of the Board, a resignation from any District employee. The termination shall be effective on the date stipulated by the employee, or another mutually agreed upon date. Date of acceptance shall be the date on which the Superintendent, or designee, received, dated, and signed the resignation. Once accepted, the resignation is irrevocable unless mutually agreed upon by the parties.