

**PERSONNEL SERVICES**

**Policy 4711**

**Separation**

**Resignation: Support Staff**

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Seven (7) days written notice is the minimum amount of time for resignation by a support staff member.

Board Adopted March 15, 2007  
Board Reviewed April 19, 2012  
Board Updated February 16, 2017