

Section 5000 – Personnel

5560 Resignation of Professional Staff

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Resignation

Teachers, licensed and other professional staff, and administrators may resign by giving written notice to the Board through the Superintendent at least 60 days prior to the start of the ensuing school year, unless other arrangements are agreed upon mutually.

In instances where an employee wishes to leave on shorter notice, the Superintendent may permit an earlier release on condition that satisfactory arrangements can be made for replacement. Once a resignation is tendered to the Board through its Superintendent, and has been accepted by the Superintendent, that resignation shall be considered final unless its withdrawal is approved by the Board. The Superintendent shall immediately accept the resignation in writing.

Any teacher discontinuing his/her service in any other manner shall forfeit rights to continuing tenure previously acquired, and such action shall become part of the personnel record of said teacher.

The Superintendent, at his/her option, may develop procedures for an "exit interview" of all employees who will not be returning to the District.

Approved: June 29, 2009

Revised: December 4, 2017

LEGAL REF: MCL 38.71-121