

CLASSIFIED RESIGNATIONS

An employee who desires to resign in good standing shall submit his/her resignation in writing to the Human Resources Office. The supervisor, in consultation with the Director of Human Resources, will determine the effective date and the last day on duty taking into consideration the number of vacation days the employee has accumulated. The employee will be paid for any remaining days of accumulated vacation as of the last day of service. The Governing Board, upon recommendation of Superintendent/ President, may accept the resignation.