

RESIGNATION FROM EMPLOYMENT

An employee shall submit his/her resignation in writing to the Governing Board or its designee. The employee shall specify the effective date of resignation.

1. The Governing Board or its designee shall accept the resignation and affix its effective date. (Normally no less than two (2) weeks notice should be given by the employee.)
2. Formal rejection or refusal to sign an offer of employment by the date specified therein may be considered by the employer as a resignation.
3. The Chancellor or his/her designee shall be authorized by the Governing Board to officially accept the resignation of any employee. The resignation shall be effective at the time of receipt by the Chancellor or designee.

Education Code 87730, 88201