

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4117.2

ADOPTED: 04/01/97

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Resignation

Any VCOE employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Superintendent encourages employees to provide advance notice that is appropriate for the position they hold.

The Superintendent will accept the written resignation of an employee and set its effective date, which shall not be later than the close of the school year. The resignation shall become effective on the date set by the Superintendent or designee and may not be withdrawn by the employee.

If a certificated employee leaves VCOE service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Superintendent or designee shall report this fact, with supporting evidence, to the Commission on Teacher Credentialing. Education Code 44420 requires the Commission on Teacher Credentialing to suspend the credentials of teachers who refuse, without good cause, to fulfill a valid contract or leave service without the consent of the Superintendent.

Legal Reference:

EDUCATION CODE

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| 44420 | Failure to fulfill contract as ground for suspension of diplomas and certificates |
| 44930 | Acceptance and date of resignation |
| 45201 | Power to accept resignation |