

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 4217.2**

**ADOPTED: 04/01/97**

**CLASSIFICATION: Personnel**

**REVISED: 10/27/04**

**SUBJECT: Resignation/Retirement**

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Any employee who desires to resign or retire 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 The resignation shall become effective on the date set by the Superintendent or designee and may not be withdrawn by the employee.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.

Classified employees resigning or retiring may not use their accrued vacation or compensatory time after their last day worked; i.e., to complete their tenure as an employee prior to the date of resignation/retirement. Any use of vacation and/or compensatory time subsequent to the notice of resignation/retirement must be approved by the appropriate branch Associate Superintendent. Any accrued vacation and compensatory time at the time of resignation/retirement will be paid to the employee at their current rate of pay in their final paycheck. The actual last day worked will be considered the employee's resignation date.

### Legal Reference:

#### EDUCATION CODE

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