

RESIGNATIONS

Resignations tendered by administrative staff shall be submitted in writing to the Superintendent and should include an effective date.

If the employee does not submit a written resignation, the District will initiate an alternative process to secure the resignation. The resignation is considered tendered upon approval by the Superintendent.

If the Superintendent determines that misconduct by an administrator who holds an educator certificate affects the health, safety, or welfare of a student and the misconduct warrants termination, the administrator may resign or be terminated and the Superintendent must report the misconduct to the Florida Department of Education (Department) in the format prescribed by the Department. Board policy sets forth the procedures for mandatory reporting of alleged misconduct by school administrators to the Florida Department of Education.

An employee who returns to employment after resigning shall be entitled to remaining sick leave accrued prior to the time of resignation.

Resignations require Board approval.

~~Since the Board employs its administrative staff as individuals, resignations tendered by administrators shall be submitted individually to the Superintendent and accepted by the Board.~~

~~In the event a member of the administrative staff leaves his job and does not submit a resignation in writing, Employee Relations will initiate a job abandonment action and letter to the employee. Upon completion of the process and approval of the Superintendent, the resignation shall be considered tendered to the Superintendent.~~

~~If the employee does not submit a written resignation, the District will initiate an alternative process to secure the resignation. The resignation is considered tendered upon approval by the Superintendent.~~

~~An administrator who returns to employment after resigning shall be entitled to unused sick leave credit accrued prior to the time of his resignation.~~

**THE SCHOOL BOARD OF
PASCO COUNTY**

ADMINISTRATION
1150/page 2 of 2

1 ~~The Superintendent is authorized to accept resignations on behalf of the Board.~~

2 F.S. 1012.22, 1012.33, 1012.796

DRAFT