

1

RESIGNATIONS

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

4

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

8 If the Superintendent determines that misconduct by an instructional staff member
9 who holds an educator certificate affects the health, safety, or welfare of a student
10 and the misconduct warrants termination, the staff member may resign or be
11 terminated and the Superintendent must report the misconduct to the Florida
12 Department of Education (FDOE) in the format prescribed by the Department.
13 Additionally, Board policy sets forth the procedures for mandatory reporting of
14 alleged misconduct by instructional staff members to the Florida Department of
15 Education.

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

18 Resignations require Board approval.

19 ~~Any person who wishes to resign shall submit the resignation addressed to the~~
20 ~~Superintendent. in writing. The resignation shall be submitted to the Board.~~
21 ~~Resignations shall be in accordance with the collective bargaining agreement.~~

22

23 **In the event a member of the instructional personnel staff leaves his job and**
24 **does not submit a resignation in writing, Employee Relations will initiate a job**
25 **abandonment action and letter to the employee. Upon completion of the**
26 **process and approval of the Superintendent, the resignation shall be**
27 **considered tendered to the Superintendent.**

28

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

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

**THE SCHOOL BOARD OF
PASCO COUNTY**

INSTRUCTIONAL STAFF
3150/page 2 of 2

- 1 ~~A member of the instructional staff shall be in violation of the terms of his individual~~
- 2 ~~employment contract by leaving his position prior to release by the Board.~~
- 3 ~~The Board is authorized to accept resignations.~~
- 4 F.S. 1001.43, 1012.33, 1012.796(d)