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RESIGNATION

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

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

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

14 Support staff may be released from employment by the Board without prejudice
15 provided that the support staff has given notice of such intent at least ten (10) work
16 days prior to the termination date.

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

19 Resignations require Board approval.

20 F.S. 1012.33