

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**I.**

**Board Policies Covering All Employees**

Board Policy No. 4016:            EMPLOYEE RESIGNATION

- A.        An employee shall resign in writing, and any such resignation normally shall take effect not later than the close of the school year (July 1 through June 30) during which the resignation has been received.

The Superintendent is authorized by the Board to officially accept the resignation of any employee. The resignation of the employee shall be final and effective at the time of acceptance.

The Superintendent may require an employee to use any accumulated vacation prior to the effective date of the resignation.

- B.        The Governing Board and an employee may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the employee's resignation is received by the Governing Board.

Legal Reference:  
Education Code sections 35161, 44930, 45201

Date Policy Adopted By The Board: July 23, 2001