

The Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the board.

The board hereby delegates to the superintendent/president the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the superintendent/president. When accepted by the superintendent/president, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the board for ratification.

An employee who desires to resign in good standing shall submit a written resignation to the superintendent/president at least two weeks in advance of the intended resignation date.