

## **RESIGNATION OF STAFF MEMBERS**

The director is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the director. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the director shall notify the Regional School Board of the decision to accept or reject the resignation. The Regional School Board, within two weeks, may reverse the decision of the director. In the event that the Regional School Board or the director declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include written reprimand, suspension, or revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the director. The director will inform the Regional School Board of the resignation at its next regular meeting.

Adopted: August 16, 2018  
Amended: October 15, 2020  
Amended: April 20, 2023

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-304.

Cross Refs.: Pol 5020      Professional Staff Discipline