

**STAFF PERSONNEL**  
*Series 400*

Policy Title: RESIGNATION

Code: 407.6

Termination of employment by a non-certified employee must be given in writing thirty (30) days prior to the final day of intended employment. Early termination may be granted by the board upon request, provided that suitable replacement can be secured.

Vacation days will be prorated when an employee's resignation is effective prior to the completion of the contract year.

Date of Adoption:  
Readopted: July 2009

Legal References:

Related References: