

# Adelanto Elementary School District

## NOTICE OF RESIGNATION

I, \_\_\_\_\_, declare my intent to terminate my services with Adelanto Elementary School District at the close of the work day on: \_\_\_\_\_

I am resigning from my position as: \_\_\_\_\_  
for the following reason(s):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Changing Profession | <input type="checkbox"/> Other Employment        | <input type="checkbox"/> Professional Advancement |
| <input type="checkbox"/> Personal            | <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Retirement               |
| <input type="checkbox"/> Moving from area    | <input type="checkbox"/> Returning to school     |   |
| <input type="checkbox"/> Other: _____        |  |   |

My forwarding address will be: \_\_\_\_\_

Final Warrant(s):  Please Mail  I will pick up

### **COBRA Rights for Benefit Eligible Employees Only:**

As a terminated employee, you will be receiving notice of your rights to continue your health insurance(s) under COBRA, which is a temporary extension of coverage. This notice, along with COBRA premium rates, will be sent to your home. You will have 60 days from the date of this notice to elect COBRA continuation coverage.

Supervisor Notified:  Yes  No

**Exit Checklist MUST BE completed prior to last work day.**

**I understand that once the Superintendent or designee has accepted and set an effective date for this resignation, I may not rescind my resignation (Board Policy 4117.2, 4217.2, 4317.2).**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Comments:

(We want to improve our practices and make the District a better place to work, please provide any feedback to help us do so)

-----  
Effective Date of Resignation: \_\_\_\_\_

Resignation Accepted by:

\_\_\_\_\_  
Assistant Superintendent of Human Resources

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

### **HUMAN RESOURCES DEPARTMENT**

- |   |  |
|---|--|
| <input type="checkbox"/> Entered in <b>EPICS</b>  | <input type="checkbox"/> Seniority List Updated            |
| <input type="checkbox"/> Entered in <b>AERIES</b> | <input type="checkbox"/> Exit Checklist Received (CLEARED) |

**BOARD ACTION:**



## **Adelanto ESD BP 4117.2, 4217.2, 4317.2 Personnel Resignation**

Any district employee who desires to resign his or her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his or her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board 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 resignation is received by the Board. (Education Code 44930, 45201)

(cf. 4117.7 - Employment Status Reports)

Legal Reference:

### EDUCATION CODE

35161 Board delegation of any powers or duties

44242.5 Reports of change in employment status, alleged misconduct

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

### CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

### COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

### Policy ADELANTO SCHOOL DISTRICT

adopted: January 8, 2002 Adelanto, California

