

**RESIGNATION OF SUPPORT STAFF MEMBERS**

Any non-certificated employee desiring to resign will be required to make such a request in writing to the Superintendent/CEO, stating the time the employee wishes the resignation to become effective.

The Superintendent/CEO will present the resignation to the Board at its first meeting after the receipt of the resignation, and the Board will act upon the request of the employee.

At least a two-week notice should be given to the Board by the employee in order to allow ample time for filling the vacancy by a well-qualified individual.

1<sup>st</sup> Reading-4/19/2016

2<sup>nd</sup> Reading-5/17/2016

Date Adopted-5/17/2016

Last Revised-