

Section: 2000 - Faculty and Staff

Title : Voluntary Resignation/Termination

Number: 2440

Status: Active

Adopted: August, 2013

VOLUNTARY RESIGNATION/TERMINATION

If you find it necessary to resign your position, you should do so in a positive, professional manner that will reflect well on your personnel record. Employees are requested to give a minimum of two (2) weeks notice. Employees with health insurance coverage will be entitled to continue their coverage under COBRA.

Any employee who resigns or is terminated will be responsible for returning all School property, including uniforms. Failure to do so will result in the cost of these items being deducted from the employee's final paycheck.