

SOLANO COMMUNITY COLLEGE DISTRICT

RESIGNATION

4240

POLICY: The Governing Board hereby delegates to the Superintendent/President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Governing Board when accepted in writing by the Superintendent/President. When accepted by the Superintendent/President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Governing Board for ratification.

An employee will be paid for vacation and compensatory time on his/her leave record in effect on the final date of resignation.

A letter of resignation or completion of a voluntary separation form is required from all employees. Classified employees are expected to give a two-week notice; faculty, management, and supervisory employees a four-week notice.

Prior to or on the last day of paid service, the employee will complete the exit interview process.

REFERENCES/ AUTHORITY:

California Education Code, Sections 87730, 88201

JGM/zg:11-28-05
BP 4240

ADOPTED: May 19, 1982
REVISED: February 18, 1987
January 21, 2004
May 3, 2006