

<b>BOARD POLICIES</b>	<b>RESIGNATIONS OF STAFF MEMBERS (BP-7027)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

Employees who wish to terminate their employment are requested to submit their resignation at least two (2) weeks prior to the requested date of termination from employment.

Employees should submit their resignation to their immediate supervisor. The resignation shall become effective on the date specified in the resignation letter upon acceptance of the resignation by an administrator or manager.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
08-Sep-86	B	Revised
13-Jan-97	C	Revised
22-Sep-03	D	Reformatted
15-Dec-03	E	Legal references reviewed and revised as necessary
22-Nov-04	F	Revised
07-May-13	G	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***