

EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ACCEPTANCE OF
RESIGNATIONS

ADOPTED: August 23, 1999

REVISED:

	354. ACCEPTANCE OF RESIGNATIONS
1. Purpose	In order to effect the timely transition of staffing, the following procedures shall be implemented.
2. Guidelines	<ol style="list-style-type: none">1. Upon its date/time receipt in the office of the Superintendent or either Assistant Superintendent, a letter of resignation will be considered "accepted".2. If an employee verbally informs the district of his/her desire to resign and fails to submit a letter of resignation a letter will be forwarded to the employee by both regular and certified mail. The letter shall inform the employee that the verbal resignation will become effective within two (2) working days following receipt of the letter from the district unless the employee rescinds the resignation in writing within that time period.3. Following either of the above, a letter of resignation shall be considered irrevocable upon its receipt.4. Posting requirements may commence immediately following the above.5. The date of receipt in item one will be used to determine the release date that may be required by some individual employment contracts.