

SERVICE: Certificated
ISSUED BY: Pers. Research (08-04-09)
REPLACES: PG: E 14 (7-7-08)
REFERENCE: Education Code Section 44930; Board Rules 1971 and 1912
CHANGES: Removal of 48 hour holding period.

1. Resignation: A resignation is a voluntary action taken by an employee who wishes to terminate employment with the District.

a. Resignation Procedure:

- (1) A resignation should be submitted by the employee on the Certificated Resignation Form (Form 8152) to the immediate administrator and forwarded to the appropriate personnel office listed below. The form can be downloaded online at: http://www.teachinla.com/hr_forms.html.
- (2) If an employee orally notifies the immediate administrator of a resignation, the administrator must make a positive effort to obtain a written statement from the employee.

If only an oral resignation can be obtained, the immediate administrator must complete as much information as possible on Form 8152, indicate "Oral Resignation" on the employee signature line and immediately forward the resignation to one of the following departments:

- Teachers and Support Personnel: Human Resources, Certificated Placement and Assignments, 333 S. Beaudry Ave. 15th Floor, Los Angeles CA 90017 or
- Management employees: Human Resources, Certificated Administrative Assignments, 333 S. Beaudry Ave. , 14th Floor, Los Angeles CA 90017 or
- Adult Education non-management Personnel: Adult and Career Personnel, 333 S. Beaudry Ave., 18th Floor, Los Angeles CA 90017 or
- Early Childhood Personnel: Human Resources, Early Childhood Education Unit, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017

b. Resignation Effective Date:

- (1) The resignation shall be effective upon acceptance by the Chief Human Resources Officer or his or her designee, unless otherwise designated within the resignation by the affected employee, but under no circumstances shall the resignation be effective later than the end of the school year in which it is submitted.
- (2) The effective date of resignation may, in accordance with Education Code provisions, be moved to any date between the requested date and the end of the school year in order to provide time to obtain a suitable contract replacement.

c. Cancellation of Resignation:

(1) Resignations may be cancelled before the effective date only if approved by the immediate administrator and the Chief Human Resources Officer.

(a) Appropriate corrections to District records will be processed as needed.

(b) Cancellations approved by the Board for certificated management personnel require non-routine Board action pursuant to Board Rule 1912.

(2) An employee may return to service only through the reemployment process after the resignation effective date has passed.

2. Resignation to Avoid Dismissal: An employee against whom a dismissal action has been initiated may submit a resignation. When authorized resignations are processed in time to avoid dismissals, the personnel action will reflect a resignation to avoid disciplinary action. The material collected for the dismissal shall remain in the employee's service record.

3. Resignation Prior to Retirement: Employees intending to retire must submit a District resignation form to the appropriate Certificated Human Resources Office. The effective date of the resignation must immediately precede the first date of retirement in order for eligible employees to continue District-paid health and welfare benefits. Normally, employees resign effective the close of the last working day, and retire the following day.

4. Resignation Following Expiration of Leave: Two calendar months before the expiration of a leave for one semester or more, and upon reasonable notice from the District, the employee must notify the appropriate Certificated Human Resources Office of an intention to return or request an extension of leave, if eligible. Failure by the employee to give such notice or to report to duty as directed after having been given such notice shall be considered abandonment of position and resignation from service. An exception to this rule shall be made if it was impossible for the employee to give the required notice.