

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

August 28, 2002

768 RESIGNATION

- A. Written or oral resignations submitted by employees shall be withheld from processing for a period of 48 hours after receipt by the office to which initially submitted. The employee shall be allowed to withdraw the resignation during that period.
- B. When a written request for withdrawal of a resignation is received after the processing has begun, a reasonable effort shall be made to withdraw the resignation, except those resignations initiated pursuant to Paragraph D., below, before the Board of Education acts.
- C. If a person resigns while in good standing during probation, the person's name may be returned to its original place on the eligibility list. Anyone who has been resigned in accordance with Paragraph D., below, or who resigns in lieu of pending discipline will be held not to have resigned while in good standing.
- D. An employee who fails to report for assignment after the expiration of an approved leave of absence, except in the case of an illness leave or an industrial accident or industrial illness leave, or who is absent without authorization and fails to resume assigned duties and responsibilities for five consecutive working days may be considered to have resigned from service. The absent employee may be separated from service pursuant to the procedure described below.
 - 1. If the employee has been absent for five consecutive working days and the employee's supervisor has been unable to contact the employee or if the employee does not resume assigned duties and responsibilities during this period of time, the responsible administrator may request the Personnel Commission staff to notify the employee by certified mail, return receipt requested, that the employee is absent without leave, has within ten calendar days from the date of the letter to respond, and that a resignation will be processed if the employee does not obtain authorization for the absence, report for assignment and resume duties, or submit a resignation.
 - 2. If the employee does not comply, Personnel Commission staff shall complete and process a resignation action for the employee and so notify the employee by certified mail, at the employee's address of record. The resignation shall be effective on the sixth day of unauthorized absence.
 - 3. Within 14 calendar days after the date of the notification letter, a former permanent employee may file a written appeal of the resignation with the Personnel Commission. The Commission shall consider the appeal pursuant to Rule 904, Paragraphs D. through L. If the Commission sustains the appeal, the appellant shall be returned to service as directed by the Commission. The Commission retains the discretion to accept a late appeal.

CHANGE:

Paragraph C amended to provide specificity regarding the definition of "resignation while in good standing."

Remove: August 31, 1987, page 1 of 2. Add: August 28, 2002, page 1 of 2.

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LAW AND RULES

(Reissue) August 1, 1988

A former permanent employee whose appeal has been denied shall not be denied the privilege of requesting reinstatement as provided in Rule 771.

- E. When a required certificate or license expires, the employee may request transfer or demotion or shall be placed on vacation or unpaid leave for a maximum of 20 working days. If the required certificate or license has not been renewed within that period, the responsible administrator shall request that Personnel Commission staff notify the employee by certified mail, return receipt requested, that separation from the Classified Service was made because the employee is legally unable to perform assigned duties. Employees so affected shall have appeal rights in accordance with Paragraph D.3, above.

An employee who has a certificate or license revoked must be separated in accordance with Rule 902 or reassigned.

- F. An employee with probationary status only will not be granted an appeal of a resignation action taken under provisions of Paragraphs D. and E. above.

CHANGE:

New Paragraphs E. and F. added to establish a procedure for separation of employees that do not renew licenses or certificates.

Remove: August 1, 1988, page 2 of 2. Add: (Reissue) August 1, 1988, page 2 of 2.

Resignation

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