

PATTONVILLE SCHOOL DISTRICT

EPS Code: GCP-R

District Code: New

**VOLUNTARY TERMINATION OF EMPLOYMENT
PROFESSIONAL STAFF**

A professional staff member who wishes to terminate employment at the end of a school year is encouraged to indicate such plans in writing to the Assistant Superintendent for Human Resources prior to January 15th of the school year, when possible, but no later than May 1st of the school year.

A professional staff member who wishes to terminate employment prior to the end of the school year will indicate such plans in writing to the Assistant Superintendent for Human Resources allowing for a reasonable amount of time for a replacement to be found. This request will be forwarded to the Superintendent of Schools for review. The Superintendent will submit a recommendation to the Board of Education regarding the employee's request to be released from the contract. Approval by the Board of Education will be considered on an individual basis at the next regularly scheduled Board meeting. Immediately following the Board's action, the Assistant Superintendent for Human Resources will send the employee a written confirmation of the Board's action. Once a release is granted, the administration will make every effort to immediately secure a replacement.

Letters of resignation will be submitted to the Assistant Superintendent for Human Resources and will indicate the desired effective date of voluntary termination of employment and the reason(s).

The Assistant Superintendent for Human Resources will conduct an exit interview which will include a discussion of the employee's reason(s) for terminating employment and a checklist of personnel services which will be available to the employee following separation from employment. The employee will be provided with a copy of this checklist. The Assistant Superintendent for Human Resources will maintain a record of the exit interview.

Adopted: April 23, 1985

Revised: December 11, 2001