

## **EMPLOYEES - Series 400**

### **413 Support Employees - Termination**

#### **413.1 Resignation**

Resignations shall be in writing, signed by the resigning party, and directed to the superintendent of schools.

The board recognizes that circumstances may force an employee to request a release from a letter of assignment before the letter of assignment expires. An employee will be released from his or her letter of assignment, upon fourteen days written notice to the board secretary.

Adoption Date: January 24, 1983

Review Date: March 13, 2008

Revision Date:

Cross Reference: 411.5 Contracts for Support Personnel